



International  
Baccalaureate

# BISHOP LUDDEN

## JUNIOR-SENIOR HIGH SCHOOL



Middle States  
Accreditation



*International Baccalaureate Accredited School*

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## Job Vacancy

**Job Title:** Accountant

**Qualifications:** Bachelor's degree in accounting from an accredited college or university

Two years related experience

**Summary of Position:**

The Accountant will be expected to perform both general and specific accounting functions. Responsibilities will include monthly reporting of financial information, monitoring and managing cash flow. The accountant will also be required to prepare reports for and meet with the Finance Committee and supervisors on a monthly basis and with the Board of Trustees, as necessary.

**Interested candidates should apply to:**

Michael McAuliff  
Principal  
Bishop Ludden Jr/Sr High School  
815 Fay Road  
Syracuse, NY 13219  
[michael.mcauliff@syrdiocese.org](mailto:michael.mcauliff@syrdiocese.org)