

Part-Time Accounting Manager

The Athenaeum of Ohio/Mount St. Mary's Seminary & School of Theology in Cincinnati is seeking a proven financial professional with strong communication skills to fill the key role of Accounting Manager. This is a **flexible**, part-time (20-30 hours per week) position.

Responsibilities include preparing the annual budget, preparing and recording monthly journal entries, account reconciliation and analysis, reviewing endowment investments, and serving as liaison to investment managers. Prepare annual GAAP financial statement in collaboration with external auditors. Oversee and serve as a backup to the staff accountant.

Qualifications include a bachelor's degree in accounting or related field, CPA preferred. A minimum of 3 years of accounting experience in the **not-for-profit** sector (fund-based accounting). Experience with Blackbaud Financial NXT is a plus.

Interested candidates should send resume, cover letter, and salary requirements to: hr@athenaeum.edu.

Employees of Mount St. Mary's Seminary & School of Theology will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Mount St. Mary's Seminary & School of Theology. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.