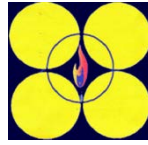


*Saint Francis de Sales School for the Deaf in Brooklyn*  
260 Eastern Parkway, Brooklyn, New York 11225

*Maria Bartolillo*  
Director  
E-mail: [school@sfdesales.org](mailto:school@sfdesales.org)



Tel. (718) 636-4573  
Fax (718) 636-4577  
VP (347) 227-0891

**Position:** Assistant Accountant  
**Reports to:** Business Manager  
**Start Date:** June 1, 2018

St. Francis de Sales School for the Deaf in Brooklyn seeks an Assistant Accountant to work in the Business Office. This position is responsible to ensure all accounting information is accurate and correctly entered into our software to produce meaningful financial data.

#### **GENERAL RESPONSIBILITIES**

- Review and process all cash disbursements.
- Review and process all cash receipts.
- Prepare financial statements with detailed reconciliations as backup
- Prepare bank reconciliations.

#### **PROFESSIONAL QUALIFICATIONS**

- BS in Accounting
- Intermediate knowledge of Microsoft Excel, strongly preferred
- Knowledge of Sage Accounting Software, strongly preferred
- Sign Language Proficiency, strongly preferred

#### **PERSONAL QUALITIES**

- Capacity to manage multiple responsibilities and competing demands
- Demonstrated ability to work in a calm and respectful manner
- Commitment to fostering a collaborative, professional, and respectful work environment
- Maintain a positive, encouraging attitude to motivate others.

#### **COMPENSATION**

St. Francis offers a competitive salary commensurate with the successful candidate's experience.

#### **ABOUT THE SCHOOL**

Founded in 1960, St. Francis de Sales School for the Deaf in Brooklyn provides PreK-8 classroom learning and life skills to deaf children and their families. The school's mission is to encourage the maximum potential for learning in each child regardless of race, creed or color. This education embraces all facets of the child –

psychological, physical, social, and emotional with the goal of producing a well-adjusted deaf individual who makes maximum use of acquired skills. The St. Francis de Sales School for the Deaf is located in the Prospect Heights neighborhood of Brooklyn and is designated by New York State Department of Education as a qualified 4201 school serving students who are deaf and have special needs.

For more information about St. Francis de Sales School for the Deaf, visit us online at [www.sfdesales.org](http://www.sfdesales.org).

### **APPLYING FOR THE POSITION**

To apply, please submit a letter of application, resume, and salary expectations to:

Maria Bartolillo  
Director  
St. Francis de Sales School for the Deaf in Brooklyn  
260 Eastern Parkway  
Brooklyn, NY 11225  
Careers@sfdesales.org

The review of applications is ongoing and will continue until the position is filled.

### **NON-DISCRIMINATION POLICY**

St. Francis de Sales School for the Deaf is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.