



### **Junior Staff Accountant**

The junior staff accountant will have full responsibility for maintaining payroll records and processing a biweekly payroll through Paychex, processing a weekly payables check run, entering journal entries into Blackbaud's Financial Edge general ledger system, maintaining fixed assets, providing back-up accounts payable data entry support as needed, and handling other accounting related tasks and projects as assigned. Accounting degree and experience with third party payroll processing software, Blackbaud's Financial Edge accounting system, and non-profit accounting preferred. Applicants with specific experience in preferred areas in lieu of degree will also be considered. This is a junior level position – high level or highly credentialed accounting professionals will not be considered.

Please send resume and cover letter to [bwojcik@usmd.edu](mailto:bwojcik@usmd.edu).