



# Buffalo Niagara Medical Campus

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### Now Hiring

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#### **Part-Time Accounting Assistant**

The Buffalo Niagara Medical Campus, Inc. is accepting resumes for the part-time position of **Accounting Assistant**.

This member of the Buffalo Niagara Medical Campus, Inc. (BNMC) team will assist the Director of Finance with accounting tasks. Responsibilities will include creating and maintaining Microsoft Excel spreadsheets, entering accounts payable invoices, generating rental invoices for building tenants and entering journal entries into Peachtree accounting system.

The Buffalo Niagara Medical Campus, Inc. is a not-for-profit corporation dedicated to the cultivation of a world-class medical campus for clinical care, research, education and entrepreneurship in downtown Buffalo. We accomplish this by coordinating activities related to planning, development and enhancement within our 120-acre footprint; facilitating collaboration among our member institutions, as well as with the community at large; addressing issues of common concern to our institutions, and creating a distinct environment that provides opportunities for active living.

The successful candidate must be flexible and detail oriented with an ability to handle multiple tasks and projects. Requirements also include an accounting background, excellent written and oral communication skills, ability to work as a team and independently and proficiency with Microsoft Excel. College coursework in accounting is preferred. Experience with Peachtree accounting system is a plus.

Pay rate is \$20 per hour with partial benefits.

BNMC, Inc. is an equal opportunity employer.

Deadline is September 19, 2010. Interested candidates should email a cover letter and resume to:

[employment@bnmc.org](mailto:employment@bnmc.org)

No phone calls please.