

JOB QUALIFICATIONS:

1. Experience with PC based accounting systems
2. Excellent keyboard skills (accurate, fast text and numerical data entry)
3. "Blind" use of 10 key calculator or willingness to learn within reasonable period of time
4. Ability to work with staff and vendors in appropriate manner
5. Supervisory experience preferred.
6. Strong interpersonal and communication skills.
7. Preference to candidates who have earned college level Accounting credits.

**Send Resume with Cover Letter To:
Director Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Fax: 212-423-3232 Email: Jobs@TheJM.org**

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