



Atlanta's John Marshall Law School in midtown Atlanta is looking for an experienced, motivated, and energetic individual to fill the position of Accounting Assistant. The Accounting Assistant's duties will include, but are not limited to the processing of accounts payables, daily deposits, internal reporting, monthly reconciliations, and special projects.

The ideal candidate will have a Bachelor's degree in accounting and a minimum of three years experience in accounting; knowledge of Sage 50 Accounting, Microsoft Office computer skills, and excellent organizational and time management skills required. AJMLS offers a salary commensurate with experience. AJMLS is an equal opportunity employer and does not discriminate in any of its programs or activities on the basis of race, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, disability, color, or religious belief. Interested candidates may submit their cover letter, with salary requirements, along with a current professional resume and three professional references to:

Atlanta's John Marshall Law School
Attn: Ms. Cynthia Davenport
1422 West Peachtree Street, N.W.
Atlanta, Georgia 30309
or
cdavenport@johnmarshall.edu

No Phone Calls Please