



The ARC of the Greater Hudson Valley* Monticello, NY

Overview: The ARC Greater Hudson Valley is seeking an **Accounts Receivable Bookkeeper- Fiscal** for Sullivan County.

The Accounts Receivable Bookkeeper - Fiscal is responsible for submitting all weekly and monthly billings in a timely manner. The timely and accurate entering of all agencies cash receipts. Preparing accounts receivable analysis, billing reports and all other related reports. Accurately maintaining the financial information for people supported.

Requirements;

High School diploma

3 years Accounts Receivable Experience

Background Check

Class D Drivers license

Reference Check

Ability to use Accounting Software to record, store, and analyze financial data

Salary/shift;

\$19.34 hour, this is a full-time position, 35 hours a week, benefits include Health Insurance, Dental Insurance, Paid vacation, Paid Sick Leave, Holidays, and 401K.

Apply: by contacting Wendy Julkerski, by email at wjulkerski@arcghvny.org, by fax at 845-796-4381, by calling 845-796-1350 Ext. 11004, by mail or in person at ARC Greater Hudson Valley, 162 East Broadway, Monticello, NY 12701.