



## **The ARC of the Greater Hudson Valley\* Monticello, NY**

Overview: The ARC of Greater Hudson Valley is seeking a **Bookkeeper -Fiscal** in Sullivan County.

The Bookkeeper is responsible for processing invoices, reconcile vendor and credit card statements, record and maintain purchase orders. Vendor Check processing and distributions..

Requirements:

High School Diploma

Associates Degree and 2 years experience is preferred

Background Check

Reference Check

Shift and Salary: This is a Full time position, 35 hours a week, \$19.34 Hour, 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](mailto: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.