

HOT JOBS

Bookkeeper/Clerical *Corridors Plus* Monticello, NY

Overview: Corridors Plus in Monticello NY is seeking a part-time bookkeeper/clerical employee.

The part-time bookkeeper will do basic bookkeeping and coding, payroll for a small staff, perform light clerical work, and act as assistant to Office Manager.

Requirements:

Preferable have knowledge of QuickBooks/Gusto

Clerical skills

Bookkeeping skills

Telephone skills

Coding knowledge

Own vehicle

Employer will train the right candidate. Reference check will be conducted.

Shift: This is a part-time position offering 20-25 hours per week, first shift (day) Monday - Friday.

Salary: \$15-\$20 per hour.

Apply: Email Janie Vine at JanieV@corridorsplus.com