

HOT JOBS

Multiple Positions *Frost Valley YMCA* Claryville, NY

Overview: Frost Valley YMCA in Claryville, NY is looking for a Reservations Associate, an Accounts Payable Clerk, and a Building Maintenance Technician.

Reservations Associate:

Typical duties include creating reservations for all guests, booking transportation, taking payments, and compiling guest lists.

Requirements

Excellent verbal and written skills
Excellent customer service skills
High attention to detail
Ability to work as a team

Salary: 15-17 per hour. Benefits include health insurance, dental insurance, paid sick and paid vacation.

Schedule: This is a full time regular position. Shift is Monday-Friday, either 9 to 5:30 or 8 to 4:30.

Accounts Payable Clerk:

Typical duties include processing and payment of all company invoices, creating and tracking purchase orders, general ledger account reconciliation as assigned.

Requirements

Organization
Experience with data entry
Excellent problem solving skills
Detail Oriented

Salary: 18-20 per hour. Benefits include health insurance, dental insurance, paid sick leave, and paid vacation.

Schedule: Monday-Friday first shift, either 9 to 5:30 or 8 to 4:30.

Building Maintenance Technician:

Typical duties include assisting with basic building maintenance tasks including painting, basic electrical repair, plumbing, snow removal. Provide guest support as needed.

Requirements

Flexible
Team Player
Punctual
Safety-Minded

Salary: 17-19 per hour. Benefits include health insurance, dental insurance, paid vacation, and paid sick leave.

Schedule: This is a full time position with a varied schedule, shift is generally 7am to 3:30 pm.

Apply: Contact Keri-Ann Poley via email at kpoley@frostvalley.org