

HOT JOBS

Bookkeeper *Hillco Manufacturing Inc* Fremont Center, NY

Overview: Hillco Manufacturing Inc is seeking a bookkeeper in Fremont Center, NY.

The bookkeeper maintains financial and account records, operates computers with bookkeeping software, executes financial transactions, monitors financial information, and performs payroll.

Shift: This is a part time, regular position. Employer is flexible on working hours.

Salary: \$18/hour, around 20 hours per week.

Requirements:

High School Diploma, advanced degree preferred

QuickBooks proficiency

Payroll experience

Driver's license required

Apply:

Contact Phil Hillriegel at hillco@twcmetrobiz.com or stop by in person to 913 County Rt 94, Fremont Center NY 12736.