



Bookkeeper / Office Worker * Upstate Abstract of New York Inc Monticello, NY

Overview: Upstate Abstract of New York Inc is seeking a Part-time Bookkeeper/Office Worker in Monticello, NY.

The Bookkeeper/Office Worker will be responsible for answering phones, bookkeeping including accounts receivable, documenting financial transaction details and monitoring the transactions, preparing and filing financial documents, and other secretarial duties.

Skills needed to perform the job:

Bookkeeping

Computer Skills (Excel and Word)

Telephone Skills

Customer Service

Secretarial Skills

Requirements:

Associate's degree

Valid Driver's License

2 years' experience

Shift and Salary: This is a Part-time position, Monday - Friday (Flexible), Shift is flexible, \$18.00 - \$21.00 per hour depending on experience

To apply email resume to upstateabstractofnewyorkinc@gmail.com or call 845-794-8413.