

Bookkeeping Assistant, Part-Time
Town of Hillsdale

The Town of Hillsdale has an opening for a part-time Bookkeeping Assistant. Must have working knowledge of Excel and the BAS system. Duties include entering vouchers and deposits, coding expenses to correct departments, creating budget and department reports, entering payroll data into Excel spreadsheet and coding to correct departments, submitting data to the Accountant. Please send resume to the Town Clerk at townclerkhdale@fairpoint.net or PO Box 305 Hillsdale, NY 12529. Deadline for applicants is January 8.