

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	FINANCIAL SERVICES CENTER, INC.
Street Address:	3944 ROUTE 9G
City, State, Zip:	RED HOOK, NY 12571
Phone:	845-876-1919
Website:	WWW.FINSERCTR.COM
Contact Name/Title:	SARAH GRUNDMAN, ACCOUNTING PARTNER
E-mail:	SGRUNDMAN@FINSERCTR.COM

Position Title: PART-TIME BOOKKEEPER

Part-Time Full-Time

Company/Organization Name:	Financial Services Center, Inc.
Location:	3944 Route 9G, Red Hook, NY 12571
Company/Organization Profile & Size: (include website)	Financial Services Center, Inc. is an Accounting firm in Northern Dutchess County that has been locally owned and operated for over 35 years. We offer accounting and tax services. Company Size: 5-10 staff Website: www.finserctr.com
Industry:	Accounting, Business Administration
Position Description/ Responsibilities: (include where job is located)	We are looking for a Full Charge Bookkeeper who would be a dynamic individual to support the team. This position will be for approximately 22.5 hours per week during Tax Season, with the more hours after April 15th (30 hours). We are looking for someone on site, however there is flexibility after a period of time here at the office to work remotely.
Qualifications/ Required and/or Preferred Skills:	Education: Associates Degree or Higher, in Business, must have taken Accounting class(es) Skills: QuickBooks Desktop and QuickBooks Online skills are a plus. If no QB experience, must have computer proficiency. Microsoft Office Suite (Word, Excel).
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$ 20 - 28 per hour, commensurate with experience

How to Apply:

E-mail: sgrundman@finserctr.com
Online: https://www.indeed.com/job/full-charge-bookkeeper-part-time-3f609a93aebae8b
U.S. Mail:

Contact Name & Title: Sarah L. Grundman, EA, Partner				
Include:	<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>	Cover Letter

Additional Comments:
