



## Accounting Clerk, Part-Time (Suffolk County, NY)

### Responsibilities

The Accounting Clerk assists the Accounting Department with the following:

- Process and record daily cash receipts. Make copies of all checks received, prepare daily deposit slip and reconcile deposit slips to cash receipt ledger.
- Perform general administrative duties including typing, filing, scanning, photocopying, preparation of documents, and other general support to the Accounting Department.
- Store, maintain, and purge files in accordance with the record retention policy.
- Prepare and file Real Property tax exemptions and renewals, as needed.
- Print bank statements and prepare reconciliations for minor accounts.
- Assist in coding accounts payable transactions.
- Perform work paper preparation for annual audit, as needed.
- Cross train in other accounting areas, as appropriate.
- Additional appropriate tasks as assigned by management.

### Qualifications and Requirements

- Associate's degree in Accounting, Business, or other related field preferred.\*
- Some bookkeeping experience preferred.
- Knowledge of MS Excel preferred.

\*An alternative combination of education, experience, and credentials may be substituted for education.

### Work Schedule

21 hours per week

### Benefits

Part Time Employees are eligible for:

- Vacation Leave
- Sick Leave
- 403(b) retirement plan with employer match

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