



Administrative Clerk, Part-time (Ronkonkoma, NY)

Responsibilities

The Administrative Clerk assists the Accounting Department with the following:

- Perform general administrative duties including typing, filing, scanning, photocopying, opening and distributing mail, preparation of documents, and other general support to the Accounting Department.
- Prepare backup for various government grants.
- Store, maintain, and purge files in accordance with the record retention policy.
- Assist in preparing and filing Real Property tax exemptions and renewals, as needed.
- 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

- High school diploma or equivalent.
- At least one year of administrative experience. Some bookkeeping experience preferred.
- Familiarity with MS Excel preferred.

Work Schedule

Monday – Friday: 11:00 AM – 2:00 PM

Benefits

Full-time Employees are eligible for:

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

APPLY HERE

www.optionscl.org

Fax your resume to: **(631) 361-7087**

E-mail your resume to: jobs@optionscl.org

For more information, call **(631) 361-9020 ext. 1105**