

MANAGEMENT ADVISORY GROUP OF NY

Educational and Administrative Consultants

"Doing it better for less"

Calculations Clerk

Growing educational consulting firm seeks a motivated person with a high degree of competency in Microsoft Excel. Primarily the candidate will be computing educational costs for students with disabilities, filing reimbursement requests based on those computations, and preparing reports of the revenue generated by the filings.

The candidate should be able to work independently and be comfortable in an extremely busy office environment. The ability to multi-task is essential, and good organizational skills are needed to keep track of multiple clients with rolling deadlines.

On the job training will be provided on all aspects of the position. In addition to Excel, the candidate will be utilizing internet based software. Approximately 90% of the job is computer based.

This is an hourly position with a starting rate of \$12-14/hour, commensurate with experience. After a ninety day probationary period, rate may be adjusted based upon performance.

Employment Benefits:

Single medical and dental, paid holidays, 401k retirement plan, paid vacation, sick, personal time

Any job offer will be contingent upon satisfactory results of a background check.

Located in the village of Catskill, NY, parking available, hours 8:00am-4:00pm Monday-Friday.

Please send resume and two business references with a cover letter that includes a description of the type of work you have performed utilizing Excel to: Calculations Clerk, 385 Main Street, Catskill, NY 12414, by-email to mag@magnyinc.com, or stop by the office to complete an application.

Management Advisory Group is an equal opportunity employer.