

# MANAGEMENT ADVISORY GROUP OF NY

*Educational and Administrative Consultants*

*"Doing it better for less"*

## **Payroll / Account Clerk Immediate Opening**

This position is primarily a payroll processing one, with the expectation of assuming accounting duties after a period of time.

**Payroll Responsibilities** include all aspects of running a payroll, including:

1. Processing salaried and hourly employee earnings,
2. Processing direct deposit payments
3. Incorporating a variety of deductions into a periodic payroll,
4. Issuing pay and pay-related information to employees,
5. Submitting federal/state tax payments and quarterly reports,
6. Processing monthly retirement reports,
7. Creating vendor payments from employee deductions, etc.

**Accounting Responsibilities** include performing a variety of general accounting tasks including:

1. Accounts payable processing
2. Bank reconciliations
3. Data entry into computer system using defined computer programs
4. Compiling data and prepare a variety of reports.

### **Qualifications:**

Competency in Microsoft applications, particularly Excel

Ability to learn new software programs – most work is performed via industry-specific internet based software

Organizational, verbal and written communication skills a must.

Attention to detail and ability to multi-task is an asset.

**Starting Salary** \$15/hour commensurate with experience. Rate may be adjusted after 90 day probationary period.

### **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: Payroll/Account Clerk, 385 Main Street, Catskill, NY 12414, by-email to [mag@magnyinc.com](mailto:mag@magnyinc.com) to stop by the office to complete an application.

Management Advisory Group is an equal opportunity employer.