

# MANAGEMENT ADVISORY GROUP OF NY

*Educational and Administrative Consultants*

*"Doing it better for less"*

## Data Entry & 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 hourly rate of \$17/hour, commensurate with experience. After a ninety day probationary period, rate may be adjusted based upon performance.

### **Employment Benefits:**

Single medical coverage is available the first of the month after hire. Paid vacation and personal time off is available prorated after probationary period. Paid sick time accruals start at hire date. Employees are also paid for company approved holidays. Participation in our 401k plan is offered after three months of employment, with a company match after 1 year.

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: Management Advisory Group of NY, Attn: Data Entry & Calculations Clerk, 385 Main Street, Catskill, NY 12414, by-email to [mag@magnyinc.com](mailto:mag@magnyinc.com)

Management Advisory Group is an equal opportunity employer.