



Job Title: Full Time Bookkeeper

Location: Westchester County

Roles and Responsibilities: The Bookkeeper assists the Chief Financial Officer with the process of the agency's bookkeeping, financial reporting, accounts payable and accounts receivable.

Qualifications: Experience in processing high volume financial data, with a high degree of accuracy.

- Able to multi-task
- Experience with Fund EZ, Excel and Microsoft Word

Education/Other Requirements: Bachelor's Degree preferred

Salary: Commensurate with experience

Benefits: Excellent benefits and 401(k). Tuition reimbursement after one year of full-time employment

Please email resume and cover letter to Patti Tempesta, Chief Financial Officer
<mailto:ptempesta@hdsw.org>

Organization: Human Development Services of Westchester **Bargaining Unit:** Non Union **Site Name:** Human Development Services of Westchester **Site Address:** 930 Mamaroneck Avenue Mamaroneck, NY **Employment Status:** Regular Full Time **Shift:** Day

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