



**Youth Enrichment Services**

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## **Full Charge Bookkeeper Wanted**

Part-time bookkeeper must have solid bookkeeping background including substantial experience in QuickBooks.

Duties include using QuickBooks for all agency bookkeeping operations including entering credit card charges, checks, journal entries, fiscal grant reporting, payroll, payroll reimbursement / disbursements, reimbursement vouchers, program fees reporting, reconciling bank statements and general fiscal Bookkeeping.

- Part time to possibly become full time based on performance.
- Pay: \$25 - \$30 per hour, commensurate with experience
- Afternoons and early evenings a must.

Please email resume to [YSEmployment@yesnews.net](mailto:YSEmployment@yesnews.net)  
List Bookkeeper in the subject portion of the email.