McIntosh Controls Corp.

**Title:** Bookkeeping

**Location:** 218 Little Falls Road, Cedar Grove, NJ 07009

**Job Type:** Part Time

**Start Date:** ASAP

**Job Description:** Part-time office work, flexible hours, 20 hours/week

**Primary Responsibilities:** Data entry, order entry, invoicing, etc. Great for accounting major. Quickbooks knowledge helpful.

**Application Instructions:** email letter of interest to Richard@mcintoshcontrols.com.