Ridgewood YMCA

Title: Accounting Clerk

Location: 55 North Broad St., Ridgewood, NJ 07450

Job Type: Part-Time

Compensation Type: Hourly Wage: $10.00/hour

Start Date: ASAP

Job Description:
Looking for an Accounting Clerk for data entry, bank deposits, filing, some reconciliations and other duties as needed. Must be able to work 14 flexible hours per week,

Hours: Mon-Fri, 9am-5pm, throughout the school year. This is not a summer position.

Qualifications:

• Accounting, finance or business major with some accounting experience preferred.
• Willingness to learn a must.
• Seeking any year student, from Freshman to Senior. Grad students welcome to apply as well.
• Must be a US Citizen or Permanent Resident.

Application Instructions: Please submit resume and cover letter to:
dbarbieri@ridgewoodymca.org.

About the Organization:

The YMCA welcomes and supports children and families by teaching the values of caring, honesty, respect, and responsibility. We are for everyone-girls, boys, men and women of all ages, races, religions, and incomes and abilities. We are an equal opportunity employer.