

FISCAL ASSISTANT

Office for the Aging

The Senior Council is seeking to fill a full-time Fiscal Assistant position, who will be reporting to the Office for the Aging, 113 Park Place, Schoharie, NY.

The Fiscal Assistant will provide support to the Business Manager and other agency programs and staff as needed. Under general supervision, the Fiscal Assistant will perform a wide variety of clerical and accounting duties, including accounts payable, accounts receivable, the preparation, processing, and maintenance of financial and accounting transactions, documents and records and a variety of other tasks in support of the Office for the Aging. This is a full-time position (37.5 hours per week), and includes a generous benefit package.

Please mail your cover letter and resume to
Schoharie County Council of Senior Citizens,
127 Kenyon Road, Cobleskill, NY, or email to
office@seniorcouncilofschoco.org.

Any questions contact Kim Witkowski at
518-254-7040