

Sunday, February 19, 2017

Bookkeeper

Company: Steps on Broadway
Location: New York, NY

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Steps on Broadway seeks candidates for full-time Bookkeeper position to manage accounts payable, accounts receivable/cash receipts, payroll, and end-of-month close/reconciliations.

Successful candidates will have five years bookkeeping experience (experience with QuickBook a plus), be highly organized and detail-oriented and be able to work independently.

Qualified candidates should send a cover letter, resume, and three references to bobf@webwps.com.

Please include salary expectations.

No phone calls please. EOE.

Steps on Broadway
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For more information:
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