

Monday, October 2, 2017

Peridance Capezio Center is looking for a part-time Accounting Assistant

Company: Peridance Capezio Center
Location: New York, NY
Compensation: Hourly

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Peridance Capezio Center is looking for a part-time Accounting Assistant for immediate Hire, to work directly under the HR and Technical Director. Assistant must be available to work Monday-Friday.

Responsibilities include:

- Day to day bookkeeping
- Help maintain and supervise daily operations and building upkeep
- Call for service for various equipment
- Assist with ordering office and cleaning supplies

Skill Sets:

- Proficiency in Excel, Quickbooks and Word
- Basic accounting skills
- Highly organized and details oriented

Peridance Capezio Center
126 East 13th Street
New York, NY, 10003
212-5050886

For more information:
Tomer Perry
[tom](#)

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