

BOOKKEEPER

Payroll and Accounts Receivable

Two Rivers Supervisory Union in Ludlow, VT has an immediate opening for a full time Bookkeeper whose primary focus will be payroll and accounts receivable. The ideal candidate for this year round position should have 3 years of experience working in payroll, accounts payable, and accounts receivable. Thorough comprehension of the general ledger and account reconciliation is essential. Prior work experience in a school environment is helpful but not required. The candidate should be able to work independently as well as with a team and be detail oriented. Experience required for payroll software, Microsoft Excel and online reporting for payroll taxes and benefits.

Send resume and cover letter to:
Cheryl Hammond, Business Manager
Two Rivers Supervisory Union
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Ludlow, VT 05149
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