

Office Assistant

The Town of North Hempstead Solid Waste Management Authority is seeking an experienced Office Assistant with accounting, office management, and bookkeeping experience for its office located at 802 West Shore Road, Port Washington. The experienced candidate should have most or all of the following requirements to be considered:

Creating Purchase Orders/Claims

Accounts Receivable and Accounts Payable

Knowledge of Procurement procedures

Experience developing and maintaining budgets

Experience and knowledge of Excel

Day to day financial management

- receipts

- expenditures

- bank deposits

Office duties

- phones

- timesheets

- constituent service calls

- filing

Knowledge of Solid Waste industry a plus