



## **CLARENCE SENIOR CITIZENS, INC.**

4600 Thompson Road • Clarence, New York 14031 • Tel. 633-5138 • Fax 633-2276

**Job Title: Bookkeeper**

**Part Time. Knowledge of QuickBooks, Microsoft Excel, Word and proficiency with bookkeeping procedures required. Must be detailed-oriented, well organized, and have the ability to work independently, as well as be a team player. AAS Business or Accounting required with minimum 1 yr. experience. Please submit resume to Clarence Senior Center, 4600 Thompson Rd. Clarence, NY 14031, or email to [contact@clarenceseniorcenter.org](mailto:contact@clarenceseniorcenter.org)**