ACCOUNTING

Suffolk County Community College
JOB LISTING FORM

Date: 4/24/09
Employer: Oxford Management Services, Inc
Address: 135 Maxess Road
City/State/Zip: Melville, NY 11747
Business Telephone: 631-470-9808
Cell Phone: Fax: 631-454-4849
Business Type: Collection Agency
Contact: Randall Silver
Title: A/V Finance
E-mail Address: randall.silver@ofmot.com
Employer Web Site Address: ofmot.com
Job Type: Part-time
Skill: Summer/Seasonal, Cooperative Education/Internship
Number of Jobs Available: ONE
Job Location: On Campus
Job Title: Accounting Clerk
Job Description: Accounts Payable, Accounts Receivable

Requirements: Basic Accounting - Knowledge of Quickbooks, Excel and Word very helpful
Hours: 9-5
Salary/Hourly Wage: $38,000.00/yr
Benefits: Medical, Dental, Vision and Other
Elective Benefits

Instructions to Apply: Email Resume To: marie.caron@ofmot.com

Ames Campus – Selden
Tel: (631) 451-4897
Fax: (631) 451-4742

Eastern Campus – Riverhead
Tel: (631) 548-3560
Fax: (631) 548-2083

Grant Campus – Brentwood
Tel: (631) 851-6876
Fax: (631) 851-6256