EMPLOYMENT/CAREERS

Help Wanted

PT EXECUTIVE ADMINISTRATIVE ASSISTANT
Email: bwalsh@libuildingsystems.com

PROJECT MANAGER / ASSISTANT PM
Long Island Builder located in Hauppauge looking for PM’s to assist with our diversified portfolio of work. Multiple Positions are available. Based on experience level.
Email: bwalsh@libuildingsystems.com

Help Wanted

BOOKKEEPER PT
3-6 hours twice a month. Duties include: Issue checks for various church expense, i.e., payroll of 4 people through QuickBooks program, bills, and expense voucher checks. Reconcile checkbook balance monthly. Prepare balance sheet and P&L statement monthly. Experience: prior bookkeeping experience desirable, including use of QuickBooks program.
Send resume to: sheri@archdeaconagency.com

PT EXECUTIVE ADMINISTRATIVE ASSISTANT
First Presbyterian Church - Port Jefferson
Duties include:
1. Issue checks for various church expense, i.e., payroll of 4 people through QuickBooks program, bills, and expense voucher checks.
2. Reconcile checkbook balance monthly.
Experience: prior bookkeeping experience desirable, including use of QuickBooks program.
$20-$25 per hour commensurate with experience
Submit resumes to: office@pipres.org

BOOKKEEPER PT
$22.00 per hour
– School Monitors
$16.50 per hour
– Substitute School Monitors
$16.50 per hour
– Substitute Teacher Aides
– Substitute Licensed School Security Guards
$22.00 per hour
– Substitute Clerical
$16.50 per hour
– Substitute Licensed School Security Guards
$22.00 per hour
– Substitute Registered Nurse
$28.00 per hour
– Substitute Custodians
$16.50 per hour
– Substitute School Monitors
– $130/day per diem $160/day preferred
– Substitute Teacher Aides
– $16.50 per hour
– Substitute Clerical
– $16.50 per hour
– Substitute Registered Nurse
$28.00 per hour
– Substitute Custodians
$16.50 per hour
– Substitute School Monitors
– $16.50 per hour
– Substitute Teacher Aides
– $16.50 per hour
– Substitute Clerical
– $16.50 per hour
– Substitute Licensed School Security Guards
– $22.00 per hour

Applications can be found on Rockypointufsd.org under district-employment opportunities. EOE
Email: bwalsh@libuildingsystems.com

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Rocky Point UFSD Available Openings:
School Teacher Aides — Full-Time, 10-Month—$23,100 with benefits
Food Service Workers — Part-Time, 10-Months—$15.60 per hour M-F 4 hour position
School Monitors — Part-time, 10-Months—15.60 per hour M-F 3 hour position
Substitute Teachers—All subject areas — $130/day per diem $160/day preferred
Substitute Registered Nurse — $28.00 per hour
Substitute Custodians — $16.50 per hour
Substitute School Monitors — $16.50 per hour
Substitute Teacher Aides — $16.50 per hour
Substitute Clerical — $16.50 per hour
Substitute Licensed School Security Guards — $22.00 per hour

Please submit a letter of interest and completed RPUFSD application to
Ms. Susann Crossan, Assistant Superintendent, Rocky Point UFSD,
90 Rocky Point Yaphank Road, Rocky Point, NY 11778
Applications can be found on Rockypointufsd.org under district-employment opportunities. EOE