

890 Old William Penn Highway
Blairsville, PA 15717
1-800-257-1983
Fax: 724-459-0916
info@crsinc.com



62 Dallas Shopping Center
Suite 200
Dallas, PA 18612
1-877-652-1800
Fax: 724-459-0916

CRCS, Inc., a telecommunications company located in Blairsville, PA is seeking an individual with experience in the following tasks:

QuickBooks Accounting Software

Accounts Payable

Accounts Receivable

Payroll and Payroll Tax Deposits; Quarterly Tax Reports

SME Software

Open Work Orders

Order Equipment

Receiving Shipments

Invoicing

Answer Phone

Process Mail

Make Bank Deposits

Maintain Various Logs and Files

This is a full-time position 8am to 5pm Monday through Friday. Salary commensurate with experience. Full benefits package. Training period with current staff. Start date approximately March 10, 2021. Please send resume to Eydie Piatt-Miller at epiatt@crsinc.com.