

We are currently seeking a Part Time bookkeeper for our accounting department. The qualified candidate must have the following qualifications:

- 1.) Prior bookkeeping experience – minimum of 2 years
- 2.) Must be organized, detail oriented and have the ability to multitask effectively
- 3.) Be able to maintain confidentiality at all times
- 4.) Proficient in Excel and Word

Duties include but are not limited to:

- 1.) Tracking customer deposits
- 2.) Processing cash receipts / credit card payments
- 3.) Accounts payable
- 4.) Bank reconciliations
- 5.) Other bookkeeping tasks as needed
- 6.) Payroll
- 7.) Employee Benefits
- 8.) Recording of Sales/Cash Receipts