

Bookkeeper

Job Title: Bookkeeper / Office Administrator

JOB STATEMENT:

The Bookkeeper / Office Administrator will work hand and glove with the President of the company. This person will handle the daily functions as outlined by the ever-changing day of the President. Many of the duties include:

BANKING and INSURANCE

- Reconcile monthly bank accounts
- Coordinate with Insurance Company
- Maintain Compliance

PAYROLL

- Work with Payroll company
- Analyze and input daily employee hours

ACCOUNTING

- Maintain QuickBooks
- Invoice
- Billing
- Prepare and Print Reports
- Analyze Budget Variances

HUMAN RESOURCES

- Maintain Employee files
- Coordinate with outside HR Related companies
- Maintain Compliance

Required Skills and Experience

Minimum 3-5 years' experience in related fields

High-level working knowledge of QuickBooks and Microsoft Excel

Personable, outgoing, efficient person who is comfortable working in a small-office environment

Office management skills

Detail Oriented

MyCity Transportation

Shaker Heights, OH

MyCity Transportation is a premier provider of transportation services. We have more than 22 years of experience in the transportation field and work 24 hours per day, 7 days a week. We operate non-emergency programs using wheelchair accessible as well as standard passenger vehicles under contracts

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