Bookkeeping Assistant – Part-time

The Bookkeeping Assistant is responsible for accounting software data entry, bank reconciliations, credit card processing and other bookkeeping related tasks.

Job Qualifications:

1. Must be 21 years of age or older.
2. High school diploma or equivalent.
3. Mature, loyal and responsible individual.
4. Computer skills including accounting software data entry, spreadsheets and word processing
5. Prompt, reliable individual with an eye for detail.
6. Bookkeeping knowledge and/or training preferred