

Bookkeeper Job Description:

Full Time Position Hourly (includes weekends as needed), wage DoE

Minimum Requirements Needed: A complete understanding and experience using QuickBooks in a business. This includes accounts payable and receivable. Payroll-941, W-2's, 1099's, New Hiring Procedures. Reconciliation of credit cards and Monthly Bank Statements. Closing the Fiscal Year. Extreme attention to detail is required.

Preferred Qualifications: A Bachelors in Accounting, past Non-Profit accounting experience.