

We are looking for a Part Time, On Call basis, Seasonal Bookkeeper / Receptionist Knowledge of MS Excel and QuickBooks is highly desired. However, we'll train the right person. Knowledge of Tax Preparation is a Super Plus. Pay is dependent on skills and qualifications.

Job Qualifications

Bookkeeping knowledge

Phone answering and Client / Customer Service Skills.

Knowledge of MS Excel and QuickBooks is preferred, but will train the right person.

Knowledge of simple Tax Preparation is a super plus