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| **Company:** |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a full service Bookkeeping QuickBooks consulting firm. We work with growing small businesses who don’t need a full time bookkeeper and want good financial information. This is a great opportunity for an individual who wants to work with a team of likeminded individuals to solve problems and learn together.We are a team of bookkeepers who work with small organizations. We specialize in Bookkeeping for growing small businesses who don’t need a full time bookkeeper and want good financial information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a friendly, supportive environment with an extremely low turnover rate.  |
| **Qualifications:** |  |  | * Have experience in Accounting, Bookkeeping and/or QuickBooks.
* Have strong analytical and problem solving skills.
* Be able to learn new software quickly and have a love for numbers.
* Be computer savvy and familiar with Mac and Windows (expert knowledge of Microsoft Office a plus).
* Have strong time management, communication and administrative skills.
* Be able to train clients on all aspects of QuickBooks.
* Be detail oriented.
* Be a lifelong learner.

Business classes required with a Business Degree and/ or experience a plus. Must maintain confidentiality, have good credit and pass a background check. Smokers need not apply. |
| **Job Description:** |  |  | This is a \_\_\_\_\_\_\_ position. Hours will range from \_\_\_\_\_\_ hours weekly, depending on client demand with the potential of higher client load in 2-3 months.Work to Include:Data Entry into QuickBooks, AR/AP maintenance, Bank Reconciliation, Journal Entries, preparation of a variety of reports, maintain Commission Schedules, and maintain grant and other higher level accounting functions.   |
| **Application Instructions:** |  |  | Send resume to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Make sure you include a phone number so we can reach you.  |