

Bookkeeper

Motivated and reliable Part-Time (10-20 hours/week) Accountant/Bookkeeper to be part of our growing team.

- Must be skilled MS Office. Experience in Quickbooks preferred.
- Minimum of 3 years experience.
- Knowledge of accounts receivables, accounts payable, as well as other administrative duties.
- Solid organization skills, meticulous attention to detail, and place a high value and emphasis on accuracy and quality.
- Must have ability to handle multiple tasks and projects within a deadline.