The following is information on the part-time accounting position:

Employer: June L. Fong  
17625 Crenshaw Blvd.  
Torrance, CA 90504  
(310) 719-9938

Job Description:

Looking for individuals who want to build their career in accounting. Will perform accounting, tax and bookkeeping services for varies clients. Assist in preparing tax returns for individuals, corporations, and partnerships. Will be responsible for answering and routing phone calls, filing, and accounts payable. Compose and type correspondence, reconcile bank accounts, and some light cleaning.

Job Qualifications:

Must be able to work at least 20 hours a week (may need to work over 20 hours during busy season). Minimum one year part time employment (preferably one and a half to two years). Candidates should also be proficient in Microsoft Excel and Word. Must be accurate, efficient, and proficient in 10-key.

Desired Class Levels: Sophomore and Junior

I would really appreciate it if you can forward this information to other accounting professors. Also, students can find the same information on BeachLink (www.careers.csulb.edu). If anyone wants more information about this position, the student can contact me through e-mail or cell phone at (562) 760-9789. Thank you so much!

Best regards,

Judy Lee  
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(562) 760-9789