Full Time Bookkeeper/Administrative Assistant

DUTIES:

- Accounts Receivable/Accounts Payable
- Payroll processing
- Journal entries
- Bank reconciliations
- Billing
- Set up Leases
- Monthly reporting
- All Administrative duties for small office

REQUIREMENTS:

- Must be proficient in QuickBooks, Word and Excel
- Appfolio software knowledge a plus
- 10 key by touch

Ideal candidate is an accounting or business student or recent graduate with record of reasonably high academic achievement (GPA) interested in gaining general office work experience in a CPA firm, as well as bookkeeping/tax experience. This work can be demanding in that it needs to be done with an extreme amount of care, done a certain way, and without errors; however it is an excellent opportunity to learn and grow professionally.

Candidate needs to be very detail oriented and organized, comfortable using a PC and basic PC programs (Word, Excel, QuickBooks, etc.) and be able to type (real typing, not "using a keyboard"). Prior office experience, as well as experience with QuickBooks a definite plus. Must have very good written and oral communication skills and speak fluent English.

Contact: Email resume to aadams@forbescapitalsolutions.com

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