

Part Time Bookkeeper

Qualifications:

- 4 years+ of accounting experience with a background Quick Books
- Proficiency in Excel, Word, Google applications
- Strong problem solving skills, accounting principles knowledge, documentation skills, research and resolution skills and multi-tasking skills.
- Ability to communicate effectively verbally and in writing.
- Have a positive attitude
- Extremely organized

Job Duties:

- Enter payables
- Respond to all vendor inquiries in a timely manner
- Enter and reconcile payroll entries, reports
- Enter bank transactions (cash handling)
- Conduct credit card reconciliations
- Support third party Auditor with bank reconciliations, financial statements and payroll tax reporting and payment (yearly)
- Tax form preparation (monthly & quarterly)
- Perform other traditional accounting duties

This is an hourly position and may have flexibility in the schedule. Role begins immediately.

Please apply to smatthews@salidalibrary.org: submit a resume and cover letter

Job Type: Part-time

Hours: @15 hours/week

Job Location:

- Salida Regional Library

Required education:

- Associate

Required experience:

- QuickBooks: 3 years
- Bookkeeping: 5 years

*Pay dependent on experience