

Small family owned Auto Parts Yard seeking talented part-time Bookkeeper/Office manager to join our close-knit team.

Candidate should have at minimum the following attributes:

2 to 5 years experience in bookkeeping/accounting

Knowledge of and Proficient in QuickBooks software

Proficient in Microsoft Office: Word, Excel and Outlook

Job responsibilities include, but are not limited to the following:

- Accounts receivable and payable
- Enter daily sales journals and deposits
- Process payroll
- Reconcile bank and credit card statements
- Maintain daily, monthly sales reports
- Maintain automobile inventory through Excel and inventory program
- Maintain Police Department abandoned vehicle records
- File monthly and quarterly taxes
- Process automobile sales
- Travel to bank for daily deposits
- General administration tasks

The ideal candidate will preferably have basic administration experience, ability to multi-task and work independently with little to no supervision.

Hours: 15-20hrs per week. Flexible

Compensation includes: Competitive pay, Retirement plan

For consideration please forward your resume along with salary requirements to:
kkasper@ashleypickapart.com