

Bookkeeper

Proformance Pros is seeking a Bookkeeper with a minimum of 2 years of professional or educational experience. Looking for a person to run day to day office duties.

Qualifications:

- Professional verbal/phone and written communication skills
- Two years of Bookkeeping or accounting experience
- Computer skills and competency with MS Office (Outlook, Excel, Word) Software
- Some marketing and sales duties
- Ability to work independently as well as a team

Responsibilities:

- Day-to-day running of the office, multi-tasking, answering phone
- Administrative support, maintain confidentiality
- Payroll including monthly and quarterly tax reporting
- Chart of Accounts management
- Quickbooks Enterprise, A/P, A/R
- Production of reports
- Other duties as requested

Environmental:

- May require long periods of sitting
- Potential to exposure to moving mechanical parts
- Lifting to 30 pounds

Time and Benefits:

- Full-Time, Non-Exempt (Hourly)
- Schedule 9:00 AM to 5:00 PM M-F, subject to overtime and situational requirements (onsite)
- Paid Time Off Accrual
- Six Paid Holidays
- Pay is commensurate with experience