

Bookkeeper

Description: Looking for a full time, energetic bookkeeper.

Duties: Prepare daily deposits, process monthly, quarterly and annual reconciliations, Accounts Receivables, Accounts Payables

Qualifications: Minimum two years of experience with QuickBooks, advanced level Microsoft Excel, ability to multitask, work in fast paced environment. IRS and State payroll tax laws, multi-corporate transactions, payroll experience a plus

Please email resumes to: jlangkamp@formingamerica.com Attn: Jim