

Office AssistantAccountingBook Keeping (Sugar Grove)



Location **Illinois**
<https://www.genclassifieds.com/x-380353-z>

Small home office, looking for accounting and book keeping help.
Duties include but are not limited to:

- Small home office
- Book keeper must have experience with Quickbooks
- Monthly and yearly accounting & taxes
- Helping with organization & filing
- Customer Service
- Scheduling appointments
- Part-time days or late afternoons or evenings is ok, completely flexible hours
- Must have experience with Quickbooks
- Must have experience with Book Keeping
- Pay is based completely on experience and must have a resume

** Recruiters and solicitors DO NOT!! **

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