

WEEKENDS PT ENTRY LEVEL BOOKKEEPING (Natick)



Location **Massachusetts**
<https://www.genclassifieds.com/x-676553-z>

Looking for someone to come in about two - three times a month on weekends. Hours 9:00 a.m. to 5:00 p.m. The job will consist of filing A/P, data entry, pulling bank statements, correcting entries, bank reconciliation and other accounting work as needed to keep our records up to date.

No experience is required, training will be provided.

Please email.



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