

# Small contracting co. needs Office Bookkeeper Admin (Reading)

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Location **Massachusetts**  
<https://www.genclassifieds.com/x-770270-z>

QR Code Link to This Post Small Electrical contracting company with 5 employees seeks an office manager for a one person office.

You must, must, must know Quick books Pro

Along with the electrical company we manage 11 rental apartments which consists of collection and communication with tenants along with general correspondence, you will be the bad guy once in a while.

Responsibilities and duties include, but are not limited to:

- Process receiving payments from customers and tenants.
- Record the sales by entering invoices and sales receipt individually.
- Process daily work slips from employees.
- Bank account reconciliations to the penny.

Qualifications and skills:

- Minimum two (4) years of experience working in accounts payable and receivable.
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping, and computer operation
- Extensive experience with QuickBooks Pro.
- Full charge bookkeeping experience desirable.
- Self-directed, self-motivated, positive minded, able to work independently.

• Reconcile and resolve all discrepancies

Please be organized and a good writer. You will be responsible for payroll, keeping track of time to be submitted to clients.

Hours are 8-5, 40 hours a week, with a minimum of 20 hours per week required.

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