

POSITION TITLE: Data Entry/Bookkeeper

Employment Type (FT,PT,Contract): Part-time leading to full-time

Rate of Pay: \$16/hr.

Job Location: Burlington

Hours of Work: 9-4:30

Start Date: Immediately

Application Deadline: open

COMPANY NAME: Bookkeeping On Site Service

Street Address: 185 Plains Rd., E.

Phone: 289-337-2464

Fax:

Email: info@boss1.ca

Website: www.boss1.ca

General Description of Duties:

Entering bills, invoices, cheques, deposits. Reconciling banks, credit cards. Filing , assisting clients, admin assistant to owner.

Skills and Experience Required:

Detailed knowledge of QuickBooks, Excel spreadsheets, Word and Outlook Express.

How to Apply:

Please sent email to info@boss1.ca

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