

Local company has an immediate need for a Full Time Bookkeeper

**Qualifications:**

Education – Associates degree in accounting or equivalent experience required, but Bachelor's degree preferred

Minimum of 3-5 years hands-on experience working in a company's accounting department

Previous AP, AR, Sales Invoices and General Ledger experience required

Must be proficient in Quickbooks and / or Peachtree, Excel, Word, and Outlook

Ability to learn new accounting software quickly

Must be a self-starter with attention to detail

**Duties:**

Entry of daily sales transactions

Process daily cash receipts

Post AP and AR transactions

Maintain accurate cash position and forecast reporting

Light collections work as needed

General administrative office support duties as needed

**Salary/Benefits:** Negotiable based upon education and experience

This is a full time permanent position that needs filled immediately. If interested, please email your resume to [info@ic-staffing.com](mailto:info@ic-staffing.com) or fax to (304)905-8251 today. Any questions, please call our offices and ask for Amie or Phil at (304)905-8249.