

Bookkeeping Clerical Position

Work Schedule: 30 hours weekly

We are searching for a bookkeeper with prior cemetery experience.

This position is Monday to Friday, 30 hours per week, 8:30am to 3:00pm.

The candidate must be computer literate, be proficient in QuickBooks, Microsoft Office Products, and possess good customer service skills as there is constant contact with the public. Attention to detail is critical to this position. Must be able to become proficient in cemetery specific software, office procedures and bookkeeping duties within 60 days of employment.

Essential Duties and Responsibilities include but are not limited to the following:

QB Journal Entries, AR/AP, Reconciliation

Required Knowledge/Skills, Education and Experience:

High School Diploma or equivalent

Must be able to speak and write fluent English

Must have prior office environment experience (preferably in cemetery office)

Benefits/Compensation:

Health & Dental Insurance

Vacation Time

Sick Days

Paid Holidays

Long-term disability

Life Insurance

Compensation: Salary shall be commensurate with experience

To apply for this position please forward your resume and a cover letter including salary requirements to:

info@bccacomcastbiz.net

In subject line please put ATTN: Agent Search-Bookkeeper

NO PHONE CALLS