

Submit resumes and references via email to savannah@hancockgroup.net

We are in need of a full time Bookkeeper. Applicant should have previous bookkeeping experience and be familiar with Quickbooks. A detail-oriented person that can handle accounts payable & receivable, prepare financial documents such as profit & loss and balance sheet, and bank and credit card reconciliation.

Requirements:

Quickbooks and spreadsheet software experience (3 years)

Attention to detail

Knowledge of principles and practices of bookkeeping activities

The Bookkeeper job description includes:

Able to handle billing and invoicing procedures

Ability to reconcile bank and credit card statements

Handle invoicing and bill payments

Prepare financial reports

Maintain job ledgers and purchase orders

Process credit card payments