



<https://www.premierpersonnelgroup.com/find-a-job/part-time-bookkeeper/>

Part-time Bookkeeper

Description

Part-time bookkeeper position (8 hours per week) for small family-owned business is needed to perform bookkeeping for several partnerships, family trusts and a private charitable foundation.

Responsibilities

- Process monthly billings/deposits for partnerships
- Process payments of quarterly real estate taxes, annual insurance, and other expenses as needed
- Process donations as directed
- Perform monthly bank reconciliations
- Prepare annual financial packages for accounting firm
- Maintain various spreadsheets
- Write letters
- Software skills required: QuickBooks, Excel

Hiring organization

Premier Personnel Group

Employment Type

Part-time

Beginning of employment

Starting May 1st

Duration of employment

Part Time

Industry

Property Management

Job Location

Woodbridge

Base Salary

\$ 35 - \$ 45

Working Hours

Tuesday and Wednesday 4 hours each day