

QuickBooks Bookkeeper

Looking for experience with accounts payables, payroll, using "classes" due to 4-locations figures need to be separate, reconciliation of bank accounts, credit cards.

Office is currently located in Newpark Mall, but will be moving sometime next year to corner of Decoto Road and Fremont Blvd.

Looking for someone with long-term job goal.

To apply email send resume and 2 references to dentalofficebooks@gmail.com.
Call for more information or questions 510-796.8930.