

Bookkeeping/Accounting

Do you want to get real world Quickbooks experience? Do you display a positive attitude, strong organizational skills and the ability to prioritize and multitask? Are you interested in a new work opportunity? If this sounds like an opportunity you would be interested in, we'd like to talk to you.

What you'll be doing:

- Responsible for general bookkeeping
- Enter vendor bills and bill payments
- Record cash receipts and make bank deposits
- Monthly bank statement and credit card reconciliation
- Conduct periodic reconciliations of all accounts to ensure their accuracy

Qualifications:

- Knowledge of generally accepted accounting principles
- Comfortable with technology
- QuickBooks Efficient
- Strong Excel skills preferred
- Strong communication skills, both written and verbal.

Interested candidates, please send your resume to accounting@hallsrx.com