



Bookkeeper Assistant * Kristt Kelly Office Systems Monticello, NY

Overview: Kristt Kelly Office Systems is seeking a Bookkeeper Assistant in Monticello, NY. The Bookkeeper Assistant is responsible for filing, posting payments, and doing bank deposits. Assist in maintaining and updating financial documents, including invoices, receipts, and reports. Handle accounts payable and receivable, ensuring accurate recording of all financial transactions. Accurately enter financial data into accounting software and maintain organized financial records.

Skills required to perform job;

Knowledge of QuickBooks a plus, but will train a motivated individual

Math Skills

Detail Oriented

Dependability

Requirements;

2 years' experience, Knowledge of QuickBooks is a plus

Shift, Salary, and Benefits; This position is full-time 30 - 40 hours weekly, Monday- Friday, First Shift, \$18.00 to \$22.00 hourly depending on experience, Benefits include; Paid Vacation, Paid Sick Leave, and Holidays.

To apply email resume to Gene Kelly at gkelly@kristt.net