

Headline: Entry Level Bookkeeper – Part Time (Flexible Days/Hours)

Kennett Square, PA

Ideal Candidate

Has excellent computer skills (Windows, Outlook, Word, Basic Excel, Internet), is attentive to detail, self-motivated with a desire to learn, Payables and/Receivables experience helpful, **QuickBooks experience helpful but not required (*will train)**

Why work for Paisley Solutions?

- Family oriented, relaxed atmosphere
- Flexible scheduling available to manage family responsibilities
- Opportunity to learn new and enhance current skills
- Work independently but always have the support of the team!

General Duties

- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Reconciles bank and credit card statements
- Maintain the integrity of confidential financial information
- Provide good customer service to clients

Job Qualifications

- Proficient with Windows, Excel, Word, Internet and Email
- 3 plus years work experience in an office environment

Hourly rate to commensurate with experience

Applicants only! No recruiters please.

Kindly send Resumes to mfranklin@paisleysolutions.com