



Location:

Position: Casual Bookkeeper in Middle Musquodoboit

Wages: To be negotiated

Responsibilities:

Preparation of monthly, quarterly and year end journal entries, using Simply Accounting or Quick books

Be able to meet at client's location in Middle Musquodoboit once a month to pick up receipts & statements

Qualifications:

Proficiency in QuickBooks or Simply Accounting

Strong attention to detail and high level of accuracy & effective organizational skills

To Apply please send resume to: c.deandennis@gmail.com

