



**HEBARD**  
INSURANCE & TAX SOLUTIONS



## **WE ARE NOW HIRING A BOOKKEEPER**

The ideal candidate for this position would be highly organized, have great communication skills, know how to utilize technology, and be comfortable talking with clients. Responsibilities for this individual would include providing bookkeeping services via QuickBooks Online for multiple clients, corresponding with clients, and scanning and electronically filing documents. An accounting degree and/or a bookkeeping experience is a major plus, but training will be provided for the right candidate.

## **JOIN OUR TEAM**

We offer competitive salaries, medical/dental/vision/life/LTD benefits, PTO and SIMPLE IRA with 3% match.

**PLEASE SEND THE FOLLOWING TO  
WECARE@HEBARDSOLUTIONS.COM**

Your resume including references along with a sample of correspondence you would send to a client about reviewing their financial statements.