



Full Charge Bookkeeper

\$30,000 - \$40,000 a year

Part-time (30 -39)

Auburn, CA 95602

Maintain all accounting records, ability to work unsupervised after training to specific business, proficient in QuickBooks. Will need to integrate data from other software into QuickBooks. Oversee human resource requirements. Filing of taxes, payables, receivables, collections. Must possess problem solving skills and be meticulous in checking accounting work. This job is a minimum of 30 hours a week.

Job Types: Full-time, Part-time

Salary: \$30,000.00 to \$40,000.00 /year

Experience:

- accounting: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)

Workdays: Monday - Friday

Benefits offered:

- Health insurance
- Parental leave
- Paid time off

Hours per week:

- Typically 8am to 5pm/ 30-39
- No overtime available

To Apply: jobs@goldensierra.com