

Executive Resources

FINANCIAL SERVICES, INC.

Executive Resources Financial Services, Inc, a family owned and operated business in Auburn, is looking for a full charge bookkeeper.

Pay: \$11-\$25 DOE

Full time: 40 hours/week

Desired Qualifications:

- Detail oriented
- Basic Excel experience
- Understanding of general journal entries
- Ability to issue and understand financial statement
- Account reconciliation
- Will train the right candidate

HOW TO APPLY - Send resume and cover letter to Deborah at: dsandbank.erfs@gmail.com