

## **PART-TIME BOOKKEEPER**

ATA Financial Group, LLC is seeking an experienced and professional bookkeeper for a busy public accounting office. Our company, established in 1983, prides itself on a culture providing its clients with professional and personal service.

### **JOB DESCRIPTION/QUALIFICATIONS:**

- Proficient in all aspects of QuickBooks
- Possess excellent computer skills
- Experience in Payroll Processing
- Excellent communication with team and clients
- Excellent collaboration with team and management
- Carry out projects independently
- Accountable for completing and reporting on projects in a timely manner
- Excellent communication skills – written and oral
- Professional and pleasant demeanor working with clients and team members
- High integrity and ethics
- Tobacco free environment
- Background check will be administered

20-30 hours per week

Compensation commensurate with skills

### **ONLY QUALIFIED CANDIDATES WILL BE CONSIDERED**

Email resume and salary requirements to [info@atafinancial.com](mailto:info@atafinancial.com) or fax to 610-433-0498.