

SC Staffing & Consulting

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Bookkeeper – Reading, Pennsylvania area

Description

Our client is seeking a part-time, on-site bookkeeper for a variety of bookkeeping and accounting functions for a busy tax and financial planning firm in the Reading, Pennsylvania area. This role consists of twenty-four hours per week with the possibility of additional hours as needed.

Key Responsibilities

- Perform bookkeeping and payroll duties including staff and client payrolls, bank deposits, and reconciliations.
- Maintain bookkeeping files.
- Perform clerical and other related duties as required.

Key Qualifications

- Exceptional organization and planning capabilities.
- Proficiency in computer platforms and programs relating to bookkeeping (Microsoft Excel, QuickBooks, etc.).
- Communicating with vendors and staff.
- 2 years of bookkeeping experience.

Contacts

Learn More About This Role: Please send your resume to resumes@scconsultingllp.com.

About SC Staffing & Consulting, Certified Woman-Owned

SC Staffing & Consulting is a strategic staffing and consulting company with over 60 years of combined experience. Since 2007, we have been providing full recruitment services to businesses, governments, and other institutions, including long-term temporary solutions and temp-to-perm solutions.

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Hiring organization

SC Staffing & Consulting

Employment Type

Part-time

Job Location

Reading, Pennsylvania

Date posted

July 8, 2024

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