

Smith's Acres, LLC Job Position:

Bookkeeper/Office Employee

Seeking an individual that are hard-working, friendly, helpful, self-motivated, and willing/eager to learn. As a bookkeeper/office employee, you will be expected to...

- Have a Positive Attitude and be a Team Player
- Maintain a Professional Atmosphere
- Be an Enthusiastic Self-Starter
- Must have some Knowledge of QuickBooks
- Must have some Knowledge of Excel, Word, etc.
- Must be comfortable with various basic office equipment

A variety of office work will be done, including but not limited to...

- Filing & Organizing Paperwork
- Recording Bills, Invoices & Payments
- Date Entry for Point of Sales System
- Learning and Managing POS System
- Balancing Accounts

Hours will be part-time to start approximately 10-15 hours/week, hopefully moving quickly to 30-40 hours/week.

Days/Times can be flexible

**We Look Forward to Meeting You - Please Submit Your
Application Today!!**