

Job Description

Full Charge Bookkeeper/Administrative Assistant

Location: DOWNINGTOWN, PA

Assignment: Full Time

Pay Rate: based on experience and qualifications

Requirements:

Position requirements: 4+ years of experience, EXCEL & QUIKBOOKS PRO EXPERIENCE A MUST

Description:

Sports Facility in Chester County is in search of a Full Charge Bookkeeper/ Administrative Assistant to join their winning team! Primary responsibilities include: overseeing accounts receivables and accounts payable, general ledger, payroll, file with the state, quarterly tax prep, internally generated statements. This is a small office environment and mending well with the current staff is a must. Must be able to multi task and work in a fast past environment and be willing to answer phones and do some other general office duties. To be considered for this position, send your resume in Microsoft Word format to Kim Basner at kbasner@go2ustc.com Chief Operating Officer tel: 610-466-7100 fax: 610-466-9314