



Job Posting – Immediate Opening

Position: Bookkeeping & Payroll

Starting Hourly Rate: \$25 - \$30 DOE

Flexible Office Hours: 8:00am – 5:00pm M-F

Working Hours: 30-40 hours per week

Overtime Required: in January

January Overtime = 10+ hours per week

A Supplemental Questionnaire is required and can be found on our website:

www accuraccounts.com

Preferred Qualifications:

- College level accounting classes
- Payroll preparation and reporting experience
- QuickBooks Desktop software
- QuickBooks Online software

General Statement of Duties:

- Assist multiple businesses with bookkeeping and payroll
- Accounts Payable
- Accounts Receivable
- Reconciliations
- Written & verbal communication with clients

Benefits include:

Paid Time Off, Health, Dental, and Vision, Health Savings Account (HSA), & 401k Retirement plan.
Pre-tax Cafeteria Plan for family health, dental, vision, and dependent care expenses.

To apply for this position:

Mail your completed supplemental questionnaire and resume to:

AccurAccounts, Inc.

2150 Commercial St SE, Ste 200

Salem OR 97302

Or email your resume and questionnaire to: jenellec@Accuraccounts.com