



Job Posting – Immediate Opening

Position: Bookkeeping & Payroll
Starting Hourly Rate: \$22 - \$28 DOE
Office Hours: 8:00am – 5:00pm M-F
Working Hours: 30-40 hours per week

Overtime Required: in January
January Overtime = 10 to 15 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
- QuickBooks Desktop and QuickBooks Online
- Retail or restaurant work experience

General Statement of Duties:

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

Benefits include:

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

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: VickieJ@accuraccounts.com

No phone calls, please!