

JOB AD FORM.

Job Title: ACCOUNTING REP / BOOKKEEPER (Part-time)

Employer Name: Blue Sky Beverage Co

Term: Part-Time

Duration: 12 weeks

Location:

Category: Business Admin/Accounting

Wage Rate: \$18.00-\$25.55/Hour

Job Duties: is looking for a part-time bookkeeper with QuickBooks experience. The candidate must be proficient in Microsoft Office. Must have great communication skills, well organized and very proficient in QuickBooks Online. Work days/timings are flexible based on your school schedule... If you meet these requirements please e-mail resume and cover letter

Education/Skills Required:

- Intermediate MS Excel experience
- Basic accounting knowledge

Excellent verbal and written communication skills

Basic accounting skills a plus

Ability to multi-task in a fast-paced environment

How to Apply: Via e-mail: chris@hansensbluesky.com

Phone: 951-338-7142

Email: chris@hansensbluesky.com

Website: www.blueskysoda.com

*Closing Date:

Employer EOE Statement: Blue Sky Beverage Co is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.