

# Bookkeepers Positions Open

Business Connections



*These are Temporary to Regular positions*

**Days/Hours:** Monday-Friday / 7:00am – 4:00pm / 40 hours per week

**Wage:** DOE

**Job Duties:**

- Must be comfortable with payroll, quarterlies, payroll taxes, etc
- Accounts receivable and payable
- Daily deposits with numerous accounts

**Position Requires:**

- A background with construction companies is considered a plus
- Experience with Quickbooks is a must
- Able to maintain a high level of confidentiality
- Excellent customer service, and communication skills are a must!
- Ability to work in a fast paced environment

**To Apply:** Email your resume and completed standard application to: [business@bcconnects.com](mailto:business@bcconnects.com) or submit in person to business locations at: 332 Pine Street