Oneoversix Consulting Services, LLC

Title: Bookkeeper/Admin Support

Location: 36 Florence Place, North Haledon, NJ 07508

Job Type: Part-Time

Compensation Type: Hourly Wage: $15-$20/hr

Start Date: ASAP

Job Description: We are seeking a Freelance/Part-time Bookkeeper to work in our office (about 6-16 hours per week) and help manage the basic accounting functions of our various clients. Must have prior bookkeeping experience and be proficient in QuickBooks and MS Office. This position can have a somewhat flexible work schedule within regular business hours (M-F 9-5). This is part-time employment which could eventually lead to full-time help.

Primary Responsibilities:

- Invoicing, payroll, and financial and data management
- Manage Accounts Payable and Receivable
- Assist in reconciling bank and credit card statements

Qualifications:

- Be somewhat proficient in QuickBooks
- Be well-organized
- Have experience in full Accounts Payable functions
- Have experience in posting receipts to Accounts Receivable and billing
- Be able to communicate effectively both verbally and in writing
- Knowledge of Excel, Word and Outlook a plus
- Working towards a degree in accounting or business, or have received your bachelor's degree

Application Instructions: Email to help@oneoversix.com

About the Organization: Currently serving a variety of business’ in many different vertical markets, both in a bookkeeping and CFO/COO capacity.