

August 29, 2017

## **First Pro Accounting** - Wayne, PA

### **Part Time Accounting Associate**

**\$15 - \$17 an hour - Part-time**

**Apply at:** <https://www.indeed.com/cmp/first-Pro-Accounting/jobs/Accounting-Associate-16b66013965b8b85?q=accounting+part-time>

Our client in the Wayne area is seeking a Part Time Accounting Specialist to join their team. 3 days per week.

**The position will assist the AR and AP team with the following:**

- Reconciling accounts
- Payroll administration
- Daily accounting duties (AR/AP)
- Assisting team with meeting preparation
- Assist with tax preparation

**Responsibilities:**

- 1-2 years of prior bookkeeping experience
- Prior experience with Quickbooks preferred
- Excel Savvy
- Must be able to work well independently

Required experience:

- Accounting: 1 year