



Bookkeeper

Location: Local

Time Duration: Long Term

Job Description

Job Summary: Keeps records of financial transactions for the organization, using calculator and computer.

List of key responsibilities

- Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files
- Summarizes details in separate ledgers or computer files and transfers data to general ledger, using calculator or computer.
- Reconciles bank statements and balances accounts.
- Manages accounts receivable
- Completing annual tax forms, such as W-2s and 1099s.

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