

Front Office Bookkeeper – Admin – Data Entry

We are actively searching for the right candidate for our busy front office position. This position is the hub of our business and is responsible for providing all office procedures necessary to keep our business running smoothly. Basic accounting knowledge is helpful for financial data entry, spreadsheets, tax gathering and performing other bookkeeping duties. A solid system is in place so the **ability to follow directions well** and **remember details** is a must.

Office responsibilities will include, but are not limited to the following tasks:

- Answer phones and route calls
- Heavy QuickBooks data entry and financials
- Online payroll
- Heavy Excel spreadsheet work
- Tons of general daily office duties

The following experience is required:

- Proficiency in QuickBooks
- Bookkeeping experience
- Excel spreadsheet experience
- Experience with Google Drive and Google Calendar a plus
- Great customer relations and phone skills
- Detail oriented organizational capabilities
- The ability to be flexible and work in a fast-paced environment

This is a great opportunity for the right individual!

Our East County company has been providing and servicing life support systems to the healthcare industry since 1977. We are a small, stable organization with huge potential. Your contribution to our company will help us meet our projections for substantially increasing our client base in the next 12 months. Our growth is your growth both professionally and financially!

Full time, permanent position: Monday – Friday, 7:30 am – 4:00 pm

BENEFITS:

We offer sick, holiday, and vacation pay.

We provide vested health benefits.

401K with company contributions.

This job may offer company paid classes, depending upon the job requirements.