

January 26, 2024

## **Bookkeeper**

The Community Arts Council is seeking to hire a part time bookkeeper.

### **Pay & Hours:**

\$25 hr/5-8 hrs/month

### **Duties include:**

- Knowledge of SAGE software and Quick Books online
- Updating a general ledger and preparing trial balances for perusal by accountants
- Payroll Source deductions
- Checking accounting records for accuracy
- Tracking invoices and payments
- Reconciling sales taxes, payroll taxes, and bank accounts at the end of each month

Email resumes to [admincac@shawcable.com](mailto:admincac@shawcable.com)