



Seeking Part-Time Bookkeeper (State College Area)

Marketing agency in State College, PA is looking to hire an experienced part-time bookkeeper to work in our office an estimated 15-20 hours per week. **Must know Quickbooks online version** and be able to work on-site.

IDEAL CANDIDATE:

You are a bookkeeping genius whose superpowers include organization & time management.

ESSENTIAL FUNCTIONS:

- Maintain all financial records for the organization and record financial transactions in Quickbooks
- Prepare AR reports, promptly send out billing invoices, and follow up on past-due invoices
- Ensure timely payments to vendors
- Reconcile bank accounts and prepare financial statements as needed
- Submit employee hours reports to payroll
- Provide other clerical support as needed
- Potential for Administrative Growth

COMPENSATION:

Hourly wage, flexible schedule, excellent coffee all day long, and cuddles from our office pup. (Wage range is \$14-20/hr.)

APPLY:

Send resume to careers@2impress.net or visit 2impress.net/careers to apply online.