



"To Serve and Advocate"

# Neighborhood House

of Calexico, Inc.

## EMPLOYMENT OPPORTUNITY

**TITLE:** QuickBooks Specialist (Part Time)

**LOCATION:** Calexico Neighborhood House

**WAGE:** \$12.00 - \$14.00

### REQUIRMENTS:

Highly proficient with QuickBooks – using its multiple functions, data entry, invoicing, accounts payable, accounts receivable, process financial reports, payroll, bank reconciliation. As well as to be proficient in MS Office, Excel, Outlook.

To perform data entry and data analysis with accuracy. Ability to efficiently handle multiple duties, high attention to detail, and exceptional organizational and time management skills.

High school diploma at minimum; associate's degree, or other training in bookkeeping preferred.

**HOW TO APPLY:** Applications and job descriptions are available in person at 506 Fourth Street, Calexico

**CLOSING DATE:** Application deadline October 3rd, 2017



506 East Fourth Street, Calexico, CA 92231, Phone: (760) 357-6875, Fax: (760) 357-2248

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