

Bookkeeper – Part Time

The Northfield Township Road District (at 237 Melvin Dr. Northbrook, IL 60062,) is looking for an experienced Part-Time Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable and committed to consistently meeting deadlines.

Responsibilities

- Record day-to-day financial transactions and complete the posting process
- Verify that transactions are recorded in correct suppliers ledger, customer ledger and general ledger
- Bring books to trial balance stage
- Perform partial checks of the posting process
- Complete tax forms
- Enter data, maintain records and produce financial statements
- Process accounts receivable/payable and handle payroll in a timely manner

Requirements

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to accurately calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in MS Office and Sage accounting software
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- BS degree in Finance, Accounting or Business Administration preferred

How to apply

Submit an employment application found at
<http://www.northfieldtownship.com/road-district.html>