Part-Time Bookkeeper

Description
Under the supervision of the Finance Manager, the Part-time Bookkeeper will be responsible for recording all deposits received by mail, recording deposits that are received by direct deposit into our checking account, recording PayPal donations, recording Facebook donations, recording all payments for accounts receivable invoices. Take all deposits to the bank in a timely manner.

Learn More

Hiring organization
TurnAround Inc.

Employment Type
Part-time

Job Location
8503 Lasalle Rd, 21286, Towson, Maryland

Working Hours
20 – 25 Hours per week

Base Salary
$ 18.50

Date posted
December 5, 2022