

Growing accounting firm is looking for a full-time bookkeeper. Duties include, payroll preparation, bookkeeping and basic income tax return preparation.

Candidate must have:

- excellent customer service, organizational and multi-tasking skills

- computer and general office equipment knowledge

- bookkeeping experience preferred

Pay is commensurate with experience. Benefits include paid time off, paid holidays, 401K and health insurance.

Please send resume and cover letter to:

cortneycpa@gmail.com or drop off at 213 S Burlington Ave Hastings, NE 68901