

Bookkeeper
Rudiger Green & Kerns Reporting Service

We are a court reporting company and need another bookkeeper. It is a full-time or part-time position.

The tasks are payroll, invoicing, accounts payable, accounts receivable, filing and other related duties. Experience with QuickBooks is required. Potential candidate must also assist the office when needed with incoming calls too.

We look forward to hearing from you in the near future.

To apply, send you resume to rudigerandgreen@aol.com