

Accounting Clerk – Financial Data & Bookkeeping Support



tech-support@bbworkforce.com

Phone :

Web :

Job Summary

Vacancy : 4

Deadline : Feb 10, 2025

Published : Sep 13, 2025

Employment Status : Full Time

Experience :

Salary : \$17.00 - \$20.00/hour

Gender : Any

Career Level : Entry to Mid Level

Qualification : High School Diploma, Accounting Coursework Preferred

Job Description

Process accounts payable and receivable transactions
Reconcile bank statements and financial records
Prepare invoices and track payments
Assist with month-end closing procedures
Maintain accurate financial documentation

Education & Experience

High School Diploma required. Accounting coursework or previous bookkeeping experience strongly preferred. QuickBooks or similar accounting software experience helpful.

Must Have

Math skills, attention to detail, accounting software experience

Educational Requirements

High School Diploma, Accounting Coursework Preferred

Compensation & Other Benefits

Contact our Recruiter