

HELP WANTED:

Bookkeeper/Office Help

Must have excellent communication, computer, and customer service skills. Salary commensurate with abilities and experience. Applications will be received at PO Box 155, Peetz, CO 80747 and can be found at www.peetzplace.com

Duties may include but are not limited to:

- Account Receivable and Accounts Payable
- Double Entry Bookkeeping, General Ledger, and Maintain Financial Records
- Regulatory Obligations and Reporting (Federal and State)
- Payroll
- Secretary duties (answer phone, scheduling, etc.)
- Customer Relations
- Administering Policies of the Board of Directors

Requirements

- High School Diploma
- Computer Knowledge
- Strong Work Ethic
- Organization