

Bookkeeper/Administrative Assistant

Los Angeles, CA, CA 90222

Description: Full-Time

Full Charge Bookkeeper and Office Administrator for Structural Steel Fabricator and General Contractor. This is a one person office responsibility that includes office administrative duties as well as bookkeeping. You must be able to manage your own responsibilities and stay current with all projects.



Requirements:

- Education: 2 Year Degree
- Requires 5 years experience in all phases of construction bookkeeping.
- Must have extensive knowledge of Quickbooks, Excel, and Word, Workers Comp., Payroll, Job Costing, Accounts Receivable, Cost projections and Accounts Payable.

Base Pay: \$15.00 - \$19.00 /Hour --Salary is open within industry standard ranges, based on experience and ability.

If you are interested in this employment opportunity and meet the requirements & qualifications for the above listed position...

Email resume to: rlupian@goodwillsoocal.org

Reference “Bookkeeper/Admin Asst” on the email subject line. Only candidates that match resume to the position and indicate their qualifications will be considered and receive a notification.

Please, no phone calls regarding these positions

METRO NORTH WORKSOURCE CENTER/GOODWILL JOB SERVICES

342 San Fernando Road, Los Angeles, CA 90031, Tel. (323) 539 -2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call (323) 539-2000. Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057 Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program



Post Date: 5/18/2010