



The Voice of Your Customer

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Bookkeeper

Reports To: Supervisor/Manager

Revision Date: January 2010

PRIMARY RESPONSIBILITIES

- 1) Process financial transactions
- 2) Produce company reports
- 3) Provide required documentation to accountants and financial institutions

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

- 1) Working knowledge of Quickbooks required
- 2) High school diploma or equivalent. Additional training, education and/or certifications preferred.
- 3) Microsoft Word and Excel experience a plus

WORKING CONDITIONS

Working conditions are normal for an office environment. Position requires 25-30 hours per week. Candidate must have reliable transportation. Submit a one page cover letter (with salary requirements and the contact information for two references) and a one page resume to info@thevoiceofyourcustomer.com. Visit www.thevoiceofyourcustomer.com for more information. No telephone calls, contractors or placement agencies please. A company representative will contact you to request additional information as required.

In compliance with our Affirmative Action Program, we always make a good faith effort to recruit a diverse project team and provide equal opportunity for minorities, women and disabled persons. We also comply with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines regarding Equal Opportunity Employment.



Do you offer **EXCEPTIONAL** customer experiences...or simply good products and services?