

Job Title – Part-time Bookkeeper

Pay Range: \$18.00 to \$25.00 hourly

Description: Seeking part-time bookkeeper with 2-4 years' experience.

Responsibilities will include, but are not limited to the following:

- Accounts Payable
- Invoicing A/R
- Other tasks as time and skills allow

What we expect:

- 2-4 years' experience
- A/R
- A/P
- Excel – high level of proficiency
- Attention to detail

Essential skills and experience:

- Solid written and verbal communications
- Construction and/or manufacturing experience is a big plus

Additional details:

- This is NOT a remote position.

Download an application for the above position [here](#).

Please complete and email the application above along with your resume and cover letter to info@roofscreen.com