

Bookkeeper

Bookkeeper needed for Law Office in Tiverton, RI. Experience with Quickbooks and Microsoft Office necessary. Basic accounting knowledge required.

Responsibilities include Accounts Payable, Accounts Receivable, billing, entering and preparing bank deposits, processing credit cards, monthly reconciliations for multiple bank accounts, month end general ledger entries, work with accountants on tax payments and return, prepare and process weekly payroll. General secretarial duties required. Submit resume to staff@richardhumphreylaw.com.