

We Are

**HIRING**

## ACCOUNTANT/BOOKKEEPER

**Dedrick Tool & Die, Inc. ~ Bluffton**

*This is a part time position requiring 10 hours per week.*

### **Position Includes maintaining:**

- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ Monthly Bank Reconciliation
- ▶ Monthly Income Statement and Balance Sheet (EZ)
- ▶ Prepare and assist Accountant with YE closing of books
- ▶ Provide cash flow analysis and expense guidance
- ▶ Answer Phones
- ▶ Protector of Passwords
- ▶ Weekly Team meeting