

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



75070
Mckinney, TX, 75070

Bookkeeper

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: DOE

Employment status: Contract / Temporary

Description

- Develop a well-organized system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintain accounts by verifying, allocating, and posting transactions
- Balance accounts by reconciling entries
- Maintain and balance general ledger
- Maintain quality historical records by filing documents
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Craft Accounts Receivable invoices, reviewing payments received and record deposits

Requirements

- BS Degree in Accounting, Finance or Business Administration
- 2+ years related work experience as a bookkeeper
- Experience using accounting software

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