

JOB DESCRIPTION

Bookkeeper / Accountant

An established family business in Wilmington, California that has been in business for over 50 years is looking for a bookkeeper / accountant. This person will be responsible for maintaining the books for the company as well as for several investments of the owner. Besides preparing financial statements, responsibilities will include preparing the payroll and filing associated payroll tax returns, preparing and filing sales tax returns, preparing required support for the income tax returns. Previous work experience is a plus, but we are willing to train the applicant.

This position reports to the VP – Finance and VP – Operations. The applicant should have an accounting degree, good overall grades and in accounting, and good oral and verbal communications skills. They need to be a good problem solver and able to work independently.

Applicants should send a résumé to mrglicks@aol.com.