



<https://hsbusinesspartners.com/job/bookkeeper-accountant/>

## Bookkeeper/Accountant

### Description

H&S Business Partners is accepting resumes for both Part Time (25+) and Full Time Bookkeepers in both our Phoenixville, PA & Voorhees, NJ Offices.

### Responsibilities

Must have the ability to work in a fast-paced environment, handling the day-to-day bookkeeping needs of multiple clients. Includes both for profit and non-profit clients. Collaborative, team environment, with the ability to work a hybrid schedule. Strong computer skills, including QuickBooks, Excel, and Outlook are a must. Send us your resume if you are a self-starter, have the ability to multi-task and are excited to learn!

### Qualifications

- QuickBooks
- Microsoft Excel
- Microsoft Outlook
- Bookkeeping or Accounting Experience

### Job Benefits

- Health, Dental and Vision benefits offered
- Company paid Life Insurance coverage
- 401k with employer match
- Hybrid schedule available

### Contacts

**Greater Philadelphia:** [\(610\) 983-3870](tel:(610)983-3870)

**New Jersey:** [\(856\) 751-8805](tel:(856)751-8805)

### Hiring organization

H&S Business Partners

### Employment Type

Full-time

### Job Location

[PA \(610\) 983-3870](tel:(610)983-3870)

544 Kimberton Road  
Phoenixville, PA 19460

[NJ \(856\) 751-8805](tel:(856)751-8805)

103 Sheppard Road  
Voorhees, NJ 08043

### Date posted

June 4, 2024