



<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