

356103



We Are ***HIRING***

PART-TIME OFFICE ASSISTANT

Job Requirements: Excellent customer service and computer skills. Must have experience in accounting. Proficiency in Microsoft Office and Excel. Must have excellent time management skills, as well as high attention to detail and problem-solving skills. Excellent oral and written communications skills. Able to organize and maintain an accurate filing system. ***Will train if skills are not met.***

Job Description: Accounts Payable, Accounts Receivable, Payroll, Quarterly Taxes/Sales Tax



FAMILY ORIENTED BUSINESS

103 9th St S, Cooperstown, ND

701-797-2215

kdick@cooperimplement.com

360454