

## **Bookkeeper/Accountant/Office Manager**

We are a family organization seeking a mature, dynamic, positive, can-do person, with exceptional organizational skills to grow with our companies. The position is to replace our long-time retiring bookkeeper/office manager who will remain on the job to train.

Requirements:

Working knowledge of accounting is a plus. AR, AP, Payroll, and General Ledger.

Relevant work experience, a High School Diploma & a valid Ohio drivers license. Excellent written and verbal communication skills, strong attention to detail, strong computer skills with the ability to learn new software programs. Proficient using Microsoft Office suite. Sage 300 accounting is a major plus but we are willing to train the right candidate.

The job provides schedule flexibility and we are looking for someone interested in a long term position.

Candidates must be willing to:

Submit to a background check and drug screening.

Provide 3 business/work references.

Compensation will be based on experience.

Please submit resume and compensation required for consideration to [ty@weithman.com](mailto:ty@weithman.com)