

BOOKKEEPER

HILLIARY COMMUNICATIONS

MEDICINE PARK, OKLAHOMA

Bookkeeper

Hilliary Communications is currently seeking to add an experienced bookkeeper to their team in the Medicine Park office. This is a full-time position that reports to the Accounting Manager. Applicant must be dependable and be able to complete tasks with minimal supervision.

Required Experience

- *Ability to work in and keep organized multi-company AP, AR, bank reconciliations
- *Ability to perform tasks and meet deadlines
- *Experience working in a paperless environment
- *Assist with administrative tasks and reconciling as needed
- *Track incoming purchase orders and maintain orderly filing system
- *Maintain department records and files as directed
- *Operate office machines and equipment and perform data entry, as assigned
- *Proficient in Microsoft Office and specifically Excel, Advanced knowledge in Quickbooks
- *Perform all functions in accordance with direction, established company policies, procedures and controls
- *Perform other related duties as may be assigned by reporting supervisor or by finance department management
- *Bookkeeping experience in processing accounts payable, accounts receivable is REQUIRED.

Education Preferred

- *Some College

Applicants need to send a resume to: jj.francais@hillcom.net