



<https://www.premierpersonnelgroup.com/find-a-job/full-charge-bookkeeper/>

Full Charge Bookkeeper

Description

Our client, a **metal fabrication and installation company** looking for a dependable and experienced **Full Charge Bookkeeper / Office Manager** with a background in the **construction or service industry** to handle daily administrative and accounting operations. This role is essential to keeping the office organized and the financial side of the business running smoothly.

Qualifications

- Proven bookkeeping experience (construction/service industry required)
- Strong QuickBooks Pro and Microsoft Excel skills
- Ability to multitask in a fast-paced environment
- Excellent communication and organizational skills
- Public Notary certification a plus

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Manufacturing

Job Location

Montague

Base Salary

\$ 60k - \$ 80k

Working Hours

8 am to 5 pm