

Water Management Services, Inc., a private water and wastewater utility management company located in Montgomery, AL has an immediate opening for a part-time Bookkeeper position. The position will include extensive accounting data entry and monthly bank account reconciliations. The candidate must be dependable, trustworthy, capable of multi-tasking with accuracy and meeting deadlines. If interested, please provide a resume to khorne@wmsal.com.

Key Responsibilities:

- **Reconciliation:** Bank statements, credit card statements
- **Data entry**
- **Payments:** Processing deposits, receipts, vouchers

Bookkeeper Requirements:

- Previous experience in accounting in a Quickbooks environment. (Desktop preferred)
- Experience working with Microsoft Office Applications.
- Minimum 3 Years of Accounting or bookkeeping experience.
- Excellent Excel skills

Job Type: Part-Time (16 hours per week)

Pay: Depends on experience

Work Location: Onsite

Benefits: None

Equal Opportunity Employer: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Age, Genetic Information, Disability, Protected Veteran Status, or any other legally protected group status.