

Pioneer Consolidated, Inc., Philomath Office is looking for a full-charge bookkeeper. The Bookkeeper performs bookkeeping and accounting duties in the Accounting Department.

More specifically, the Bookkeeper:

- Maintains accurate and complete accounting records.
- Prepares and processes weekly accounts payable.
- Prepares and processes biweekly payroll.
- Prepares payroll taxes
- Reconciles general ledger accounts and prepares journal entries.
- Maintains miscellaneous receivables ledger.
- Prepares reports for different government agencies
- Performs other bookkeeping/accounting duties assigned as necessary.

Associate degree in accounting or business, or equivalent experience. Minimum of two years' experience as a full-charge bookkeeper.

Has a working knowledge of computers including accounting software, word-processing and spreadsheets.

Please send resume and cover letter to hr@pioneerconnect.net