

## **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](mailto:jj.francais@hillcom.net)