

Employment Position

Bookkeeper / Office Manager

Short Run Machine Products

4744 Kister Ct

Ashtabula, Ohio 44004

Local machine shop business of 20 years with 10 Employees seeking a full time Bookkeeper / Office Manager.

Hours: 8AM – 4:30PM 40 Hour work week.

Experience in Quickbooks Accounting.

Duties of weekly Payroll / Accounts Payable / Accounts Receivable.

Processing weekly / monthly / quarterly / and end of year end tax reporting.

Project costing / project hours and material posting.

Benefits: Health Insurance / Vacation / Holiday Pay

Mail / Fax / Email resume to Short Run Machine Products.

4744 Kister Court

Ashtabula, Ohio 44004

Phone: 440 969-1313

Fax: 440 969-1314

Email: scott@shortrunmachine.com