**Part-Time Administrative Assistant/Entry Level Bookkeeper WANTED!**

HealthyBookkeeping Online (HBO) is a small business ally providing relief to the small business owner from the monthly bookkeeping responsibilities of running a business.

And today, unprecedented growth at HealthyBookkeeping Online is fueling the need for another team member. A part-time administrative assistant and entry level bookkeeper is needed 5-10 hours per week with strong potential for growth in hours and pay. Starting pay is $15/hour with highly flexible hours.

The successful candidate will be able to work independently, be super-organized and not afraid to politely keep other team members and clients on track with reminders of schedules and timetables. The successful candidate will have a phone, computer, high speed internet and be able to operate in a 100% remote work environment.

Basic bookkeeping skills and training utilizing QuickBooks Online can be attained at no cost through HealthyBookkeeping Online.

All inquiries should be directed to Susan at HealthyBookkeeping.Online. 727/434-1364 or email to susan@healthybookkeeping.online.