

BOOKKEEPER

HOURS OF WORK:

Flexible

COMPENSATION PER HOUR:

\$14.00/hour

START DATE:

May 2020

THE OPPORTUNITY

We are seeking a bookkeeper for our London, Kentucky location.

The successful candidate will be experienced in financial transaction data entry, have knowledge of accounting and bookkeeping terms. We expect the candidate to understand balance sheets and income statements. The candidate should be willing to learn the industry specific accounting system that is easy to use, but is not QuickBooks. It goes without saying that you should enjoy having things add up, learning new things, and be able to work independently. We are looking to utilize your super talents that allow you to contribute to a premier organization, we invite you to apply.

Ideally, this is a part time position with flexible hours within normal business hours.

WHAT WE DO

Precision Duplicating Solutions (PDS) is a successful, locally owned business that is based in London, Ky with a second location in Lexington, Ky. We sell and service office equipment and offer solutions for document handling requirements for many hospitals, schools, businesses, and other organizations.

Businesses, schools and non-profits were being trapped by overinflated leases, huge buyouts, excessive downtimes, and no one to turn to for a better solution. Precision Duplicating Solutions is our answer to the problem, we are the alternative offering great machines and software at low costs and something even newer to the industry.

WORK WITH AMAZING PEOPLE

Reena and Earl Philpot are a husband and wife team, with a combined experience of over 35 years in service and sales in the document management industry. The PDS team also includes customer service reps, service technicians and IT support.

WE WANT TO MEET YOU BECAUSE YOU ARE

1. You love data entry and numbers
2. You are patient
3. Intrigued about continual improvement and helping others
4. You understand the importance of gathering information in order to see the whole picture and help others make changes for the better
5. You have experience with basic financial statements
6. Trustworthy and can be counted up to safeguard our confidentiality
7. Balanced temperament, not easily overwhelmed with competing demands
8. Enjoy learning new software and work processes
9. Are coachable and receive feedback with ease

THE ROLE

- Enter data and transactions
- Provide attention to detail as you prepare documents and various correspondence
- Reviewing transactions and catching anything that has not been entered or entered correctly
- Communicate effectively with the team

REQUIRED EXPERIENCE WITH

Accounting Software

WHAT YOU CAN EXPECT FROM US

We hire grown-ups and we will treat you like one. You will be expected to take responsibility for yourself; we do not micromanage. We are stacking a team of professional, competent and highly engaging team members whose goal is to provide stellar customer service to our family of clients and customers. We are an equal opportunity employer who is delighted to offer options for health benefits and retirement plans to our full-time employees.

HOW TO APPLY

Submit your resume and references to Reena Philpot at reena.philpot@pdscopiers.com using the subject line: Numbers Don't Scare Me!

Only candidates who fit our hiring criteria will be contacted for a virtual interview.

CANDIDATES ARE WELCOME TO APPLY PRIOR TO CLOSE OF BUSINESS on May 15, 2020.