

Administrative Accounting Assistant (Part-Time)

Eagle Tool Company | Dyersville, IA

Join Our Team

Eagle Tool Company is a family-owned precision tool and mold manufacturer with more than 40 years of experience serving customers across the United States. We are looking for a dependable, detail-oriented Administrative Accounting Assistant to support our accounting and front office operations.

This is a part-time position (approximately 20 hours per week) with a flexible schedule, making it ideal for someone seeking work-life balance while using their bookkeeping and administrative skills.

What You'll Do

- Process accounts payable and accounts receivable.
- Create, send, and track customer invoices.
- Enter and maintain financial records using QuickBooks.
- Reconcile bank accounts, credit cards, and general ledger accounts.
- Process payroll and maintain employee PTO records.
- Create and update spreadsheets in Microsoft Excel.
- Answer incoming phone calls and greet visitors.
- Sort mail, organize files, and assist with general office administration.
- Order office supplies and support daily office operations.

What We're Looking For

- 1–3 years of bookkeeping, accounting, or office administration experience.
- Experience with QuickBooks.
- Proficiency with Microsoft Excel.
- Excellent organizational skills and attention to detail.
- Professional communication and customer service skills.
- Ability to maintain confidentiality and work independently.

Schedule

- Part-time, approximately 20 hours per week.
- Flexible work schedule.
- Daytime hours.

Why Join Eagle Tool Company?

- Competitive hourly pay based on experience.
- Flexible scheduling.
- Stable, family-owned company with over 40 years of success.
- Friendly, team-oriented work environment.
- Opportunity to make a meaningful impact in a growing manufacturing business.

Apply Today!

If you're organized, dependable, and enjoy accounting and office administration in a collaborative environment, we'd love to hear from you. Apply today at eagletl.com/contact to join the Eagle Tool Company team in Dyersville!