

Bookkeeper role for promotional products firm, Swag Promo LLC- PPAI #562712

Swag Promo LLC
7000 Central Pkwy
Ste 1100
Atlanta GA 30328

Duties to include, All AR/AP functions, consolidation and vouching of supplier invoices to match client billing, month end closing duties, daily journal entries for bank balance. Payroll, credit card statement audits.

Can work remote most of the time. Office in Atlanta, Perimeter area and would need to be in office 1-2 days per week. Proprietary accounting software program, transitioning soon to Quikbooks. Hourly pay commensurate with experience. Possible to move to full time with salary and benefits based on availability and performance.

Send resume and any correspondence to jim@orderswag.com

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