Irvine Bookkeeping, Inc.  
2372 Morse Ave Ste 9  
Irvine, Ca 92614  
irvinebookkeeping.com

COMPANY DESCRIPTION
We are in bookkeeping and tax service field.

DUTIES & RESPONSIBILITIES
Business Administration. Acting as a Receptionist and Secretary. Identifying customers' needs. Using programs for assistance.

QUALIFICATIONS & REQUIREMENTS
Good organizational and interpersonal skills and accounting knowledge.

TIME COMMITMENT
These are the requested periods of time by the employer
- 2-term (50-100 hours/20 weeks)

HOW TO APPLY & DEADLINE
Going to UCI zotlink and submit resume. Applications are accepted year round.

CONTACT INFORMATION
For More information please contact David Wang irvinebookkeeping@gmail.com or 949-228-4972. You can also visit their website at irvinebookkeeping.com.