

Irvine Bookkeeping, Inc.

2372 Morse Ave Ste 9

Irvine, Ca 92614

irvinebookkeeping.com

COMPANY DESCRIPTION

Irvine Bookkeeping, Inc. provides bookkeeping and tax services for start-up, small, and mid-size firms. We have two departments in bookkeeping and the other in taxation.

DUTIES & RESPONSIBILITIES

Business Administration

Acting as a Receptionist and Secretary. Answer client's phone call or email and Identify client's needs. Then log in the workflow management to document or create project for bookkeeper or tax preparer.

Tax

Collect and organize client data in the cloud based data storage.

Bookkeeping

Basic bookkeeping

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 Handshake 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.