

**When referring clients, It is advised to solely use the mentioned “how to apply” method. Employer will not accept any other method of application.**

### **Administrative Assistant**

**Job Id #4759328 on [azjobconnection.gov](http://azjobconnection.gov)**

**Full Time**

**Pay Rate: \$15.00 -\$23.00 P/ Hr.**

### **Job Description:**

- Knowledgeable in QuickBooks invoicing
- Provide great customer service
- Answer telephones
- Invoicing
- Deposit reports
- Conduct inventory
- Data Entry

### **Job Requirements:**

- Must have Q.B. invoicing experience
- HS Diploma or its equivalent
- Valid Drivers License
- Accounting experience preferred by not required

### **How to Apply:**

E-mail resume to [judy\\_jrs@roadrunner.com](mailto:judy_jrs@roadrunner.com)

\*please include position of interest in subject line.

**\*\*Employer will not accept any other method of application**