

WE'RE HIRING!



BOOKKEEPER LAMESA ADMINISTRATION

- Must have a High School Diploma or GED.
- Must have experience as a full-time bookkeeper.
- Responsible for recording and maintaining accurate financial transactions using computerized accounting software.
- Must have data entry experience.
- Knowledgeable in Microsoft Office (Excel and Word) along with 10-key, scanners, copy machines, and other office equipment.
- Must be able to assist with all phases of the fiscal department.
- Responsible for meeting daily task deadlines.
- Good Record Keeping, Filing and Organizational Skills.
- Must pass criminal background and pre-employment drug testing.
- Excellent Benefits Package: Health, Dental, Life, Retirement, Paid Sick Leave, and Paid Vacations.

Applications may be obtained at 603 N. 4th St. Lamesa, TX 79331, or can be printed online at www.gowto.org. Completed applications can be dropped off at WTO, I. 603 N. 4th St. Lamesa, TX 79331

WTO, I is an Equal Opportunity Employer