



Dickerson Transportation Solutions, LLC

Job Title:	Bookkeeping Assistant		
Location:	Kennesaw, GA	Travel Required:	No travel required
Pay Rate & Benefits:	\$37,000-\$50,000 depending on experience. See below for benefits	Position Type:	Full-time (Preferred) but flexible with school schedule
Applications Accepted By:			
EMAIL RESUMES TO: Tracy@dickersontransportation.com Subject Line: Bookkeeping Assistant Application Please include a copy of your resume along with a letter of recommendation from one of your business professors.			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Assist Controller with Accounts Receivables & Payables Check the accuracy of business transactions Perform data entry and administrative duties Paying bills & Processing invoices <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> Fundamental knowledge of Quickbooks Ability to prioritize and multitask Strong organizational skills Deadline and detail-oriented Good customer service <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> Previous experience in accounting, finance, or other related fields Working towards an Associates or Bachelor's degree in Business Completion of Financial Accounting 101 <p>ADDITIONAL BENEFITS:</p> <ul style="list-style-type: none"> Health insurance Life Insurance & Long-term Disability Insurance Vacation & Sick PTO 			