

PART-TIME POSITION OPENING
Heart Graphics & Communications
BOOKKEEPER

Heart Graphics, a commercial print shop in Ashland, Wisconsin, has a part-time opening for an in-house bookkeeper.

Organization Description: Heart Graphics is a full-service commercial print shop located in downtown Ashland, WI. Our products and services include: digital and offset printing and finishing, copying, mailing services, apparel screen printing and embroidery, graphic design services, and more.

Position Summary: The **bookkeeper** will work under the oversight of our management team to keep record of daily financial transactions, and to prepare financial forms and reports for both internal and external use. This is a part-time, in-house position. Work schedule and number of hours are flexible and negotiable. No weekend, evening or holiday work hours are required. Wage will be negotiated depending on experience.

Qualifications: Applicant must have training and experience in the following areas:

- Basic accounting knowledge and understanding of accounting principles
- Knowledge of industry-standard accounting frameworks
- Expertise in Microsoft Excel
- Expertise in Sage, Quickbooks, or equivalent accounting software
- Data entry and maintenance
- Experience with web commerce management
- Confidentiality
- Attention to detail
- Comfortable dealing with large volumes of data

Location: All work will be done on site at Heart Graphics, 316 Main St West, Ashland

To Apply: Submit a letter of interest and a resume via email to info@heartgraphics.net. Please include names and contact numbers for two references.

Application Deadline: Position first posted: 6/06/2022. Applications will be accepted until the position is filled.