PART TIME POSITION: DATA ENTRY CLERK

HOURS: MONDAY thru FRIDAY; Hours are Flexible (at least 2-3 hours a day during business hours 8am-5pm)

HOURLY RATE: To be Determined

START DATE: Immediately (Accountant will Train)

REPORT TO: Patricia Sandoval

Job Description: The position of Data Entry Clerk will involve general office work duties which include daily customer hour allocation entries, payroll entries, processing of incoming mail, and assisting with office filling & coping. The duties are varied from day to day depending upon the current highest priority. The position requires diligence, organization, accuracy and the strong desire to accomplish new challenges. In addition, this individual needs to have a good attitude, be punctual, and willing to work on new tasks as they are made available.