Bookkeeper / Receptionist / Accountant. (Sorrento Valley)

Compensation : The compensation is expected depending on experience, but can be more for those with more experience.
Employment Type: Full-time

We are a small, but a busy hotel management company located in San Diego, CA. We are looking to hire a full-time Receptionist that is interested in being cross-trained to become a bookkeeper/accountant.
The employee will start out as a receptionist/administrative assistant and get simultaneously trained to assist with bookkeeping, accounting more.

MINIMUM JOB QUALIFICATION REQUIREMENTS:
Have excellent English writing, reading, and speaking skills.
Be proficient with computers and typing.
Be ready to work in a high pressure and deadline oriented environment.
Have a college degree.
Available to work full-time.

Any experience from below list will be consider as plus point :
Knowledge of Filipino language is big plus.
Bookkeeping and tax preparation experience is a big plus.
PTIN Number is a big plus.

PRIMARY JOB DUTIES:
Answering phones and communicating with various parties.
Administrative tasks
Office maintenance
Assisting the office staff
Bookkeeping and other accounting tasks
A working knowledge of QuickBooks, Excel and Word is required.
Preparing payroll checks, payroll tax deposits and required payroll reports.
Preparing financial statements from client data.
Preparing bank reconciliations.
Calculating sales tax including deposits and preparing required sales tax reports.
And much much more
The compensation is expected depending on experience, but can be more for those with more experience.

YOUR RESUME: Your resume should include a short cover letter, description of your prior work experience, period of employment, and desired salary if any.
Please expect to get tested on your skills during your job interview.

Email your resume : careers@kghotels.com