



**Royal
Bookkeeping
Services**

A Limited Liability Company

BOOKKEEPER

Bookkeeping/Accounting Service in St. Joseph is adding staff to support our growing business. Comfortable work environment & flexible work hours. 20-30 hours per week.

- *QuickBooks experience preferred*
- *Associate's or bachelor's degree and bookkeeping experience*
- *Payroll and sales tax knowledge a plus*
- *Proficiency in Excel*
- *Detail-oriented*
- *Must produce highly accurate work while managing multiple clients*

Send resume and cover letter to:

TDM & Associates LLC

joni@tdm-assoc.com