



Full-Time Help Wanted

Bookkeeper / Billing Specialist

Some Benefits to Include:

1. Health/Dental Insurance
2. Defined Benefit Plan
3. L.T. & S.T. Disability
4. Life Insurance
5. PTO Accrual

Some Duties to Include:

1. Billing
2. Record Keeping
3. Accounts Receivable
4. Accounts Payable

Must be Able to:

1. Learn/Operate Accounting Software
2. Operate Microsoft Excel & Word
3. Operate Outlook & 10-Key

Drop Off / Mail Resume to Aspinwall Coop
201 East Main Street / PO Box 8, Aspinwall, IA 51432

Or Call 712-653-3441 for further details