



*Filtration Solutions, Inc.*

June 29, 2011

Bookkeeper/Accounting

Filtration Solutions Inc is in need of an experienced part-time bookkeeper. Average hours per month 30. Experience with computer based accounting programs a must. We use Microsoft Business Solutions also know as Great Plains. You do not have to have direct experience with this software, but you must have work with other software accounting programs. Formal education or work experience required, you need to know your debits and credits along with and understanding of how entries flow through entire system. We work with the following accounting modules

Sales order processing  
Purchase Order processing  
Inventory  
General Ledger.

Selected individual will be responsible for

Monthly Sales tax Return  
Monthly Checking account reconciliation  
Payroll entries from payroll Service  
Provide Trial balance and General ledger and other reports to outside accountant.  
Working with outside account to complete required journal entries  
HR functions  
A/R functions

**Hours are flexible per day and per week Monday thru Friday 8am to 4:30 pm**

If you are interested please do the following:

1. send your resume with work related detail to [dave.g@filter-supply.com](mailto:dave.g@filter-supply.com)
2. **Please do not call; calling first will eliminate you as a active candidate.**
3. If you have question please email same address above
4. State you desired compensation expectation in an hourly number.
5. Give references that will verify work experience knowledge