

Part-time Bookkeeper

needed for approximately 25 hours per week for a local Maquoketa law firm. Key duties include the payment of bills, reconciling account records, maintaining employee payroll records and other administrative tasks. Compensation is \$16-20 per hour commensurate with education and experience. Benefits include a retirement plan, cafeteria benefits plan and paid vacation.

If you are interested in this position, please submit a resume and cover letter to:

**Bookkeeper Position PO Box 1102
Maquoketa, Iowa 52060.**

