

Posted – May 6, 2022:

Accounting  
Payroll - A/P - A/R

Local environmental firm in the Mt Penn / Reading PA area has an immediate opening for a Part-Time office professional. Permanent position. Flexible schedule. 20 to 25 hours per week. Great work environment. Competitive Wage.

Duties include Payroll, A/R and A/P. Resolving discrepancies, data entry, filing, phones, correspondence and general office duties. Must have ability to multi-task, stay organized and have a strong knowledge of Excel and Word. Accounting exp a plus.

Please e-mail resume, salary history and references to:

**Info@Miller-Env.com**