

Posted – September 10, 2021:

Accounting / Payroll  
Professional

Local company in the Mt Penn / East Reading area has an immediate opening. Permanent position. Flexible schedule. 20 to 25 hrs per week. Great work environment.

Duties include processing payroll, customer invoices and 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 Word and Excel. Accounting exp a plus.

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

**INFO@Miller-Env.com**