

WE'RE HIRING!



BOOKKEEPER LAMESA ADMINISTRATION

- Must have a High School Diploma or GED.
- Must have experience as a full-time bookkeeper.
- Must have experience in Computerized Bookkeeping.
- Knowledgeable in Microsoft Excel, Ten Key, and other office machines.
- Must be able to assist with all phases of the fiscal department.
- Must be able to make timely and accurate reports and help maintain up-to-date automated accounting procedures.
- Good Record Keeping and Organizational Skills.
- Must pass criminal background and pre-employment drug testing.
- Excellent Benefits Package: Health, Dental, Life, Retirement, Paid Sick Leave, and Paid Vacations.

Applications may be printed online at www.gowto.org. Completed applications must be mailed to WTO, I P.O. Box 1308 Lamesa, TX 79331, or dropped off at the Lamesa Administration Office located at 603 N. 4th St. Lamesa, TX 79331

WTO, I is an Equal Opportunity Employer