

# WE'RE HIRING!



## BOOKKEEPER LAMESA ADMINISTRATION

- Must have a High School Diploma or GED.
- Must have experience as a full-time bookkeeper.
- Responsible for recording and maintaining accurate financial transactions using computerized accounting software.
- Must have data entry experience.
- Knowledgeable in Microsoft Office (Excel and Word) along with 10-key, scanners, copy machines, and other office equipment.
- Must be able to assist with all phases of the fiscal department.
- Responsible for making timely and accurate reports.
- 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 obtained at 603 N. 4th St. Lamesa, TX 79331, or can be printed online at [www.gowto.org](http://www.gowto.org). Completed applications can be dropped off at WTO, I. 603 N. 4th St. Lamesa, TX 79331*

**WTO, I is an Equal Opportunity Employer**