

Academy in Manayunk is seeking a Business Office Assistant/Full Charge Bookkeeper.

Busy office requires full-time person with knowledge of bookkeeping and accounting. Duties will include all areas of bookkeeping including billing, bank deposits, accounts payable, payroll and general ledger.

Must be well organized, detail oriented and a quick study.

Must be able to work independently with minimal supervision.

Must be experienced with Peachtree software and Microsoft Office.

Insurance billing experience a plus.

This position requires fingerprint check, criminal background check and child abuse clearance.

Applicants should email cover letter, resume, references and salary requirements to Pat Roberts at proberts@aimpa.org.