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**Glendora Employment Agency, Inc.** is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking an **Accounting/Office Manager**.

Job Description:

Primary job responsibilities include but are not limited to:

- Certified Payroll for a construction firm
- Quarterly tax filings for Federal and State
- Submission of Apprenticeship forms to various Unions
- Prelims and Releases
- Accounts Receivables/Accounts Payables
- Bank Reconciliations

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- 5 years experience working with QuickBooks
- 3-5 years experience working with a construction company
- Bi-lingual Spanish is Preferred
- Must have experience working with unions