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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 a **Part Time Office Assistant with Accounting.**

Job Description:

Primary job responsibilities include but are not limited to:

- Manage office with duties to include filing, photocopying, phones and promptly responding to E-mails
- Coordinate and manage CEO calendar with Outlook
- Weekly payroll coordination for hourly and salary employees
- AP & AR using Quickbooks
- Working on bids and proposals, heavy use of MS Word and MS Excel
- Position is Temporary only. Start date: Aug 2<sup>nd</sup> through January 2011
- Part-time hours, approximately 20-25 hours per week. Flexible schedule

Minimum Qualifications:

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

- Minimum 3 years office management experience
- Proficient in all MS Office programs, including Outlook
- Quickbooks and accounting experience highly preferred

For consideration, email your resume as an attachment to [resumes@geainc.com](mailto:resumes@geainc.com)