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OFFICE ADMIN/BOOKKEEPER

Bookkeeper/Administrative Assistant

[Sandberg Machine](#) 

806 Broncos Highway, Mapleville, RI 02830

\$20 - \$30 an hour - Part-time, Full-time

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Job details



Pay

\$20 - \$30 an hour



Job type

Part-time

Full-time

Benefits

Pulled from the full job description

- Flexible schedule

Full job description

Job Overview

We are seeking a dynamic and detail-oriented Bookkeeper/Administrative Assistant to join our team! This vital role combines essential bookkeeping responsibilities with comprehensive administrative support, ensuring smooth office operations and accurate financial management. The ideal candidate will be energetic, highly organized, and possess excellent communication skills to handle a variety of tasks efficiently. You'll be the backbone of our office, managing daily administrative duties while maintaining precise financial records to support our business growth. This paid position offers an exciting opportunity to develop your skills in a fast-paced, supportive environment.

Responsibilities

- Manage accounts receivable and payable using QuickBooks, ensuring timely invoicing and payments

- Maintain accurate financial records through data entry, bookkeeping, and reconciliation processes
- Handle front desk duties including greeting visitors, answering multi-line phone systems, and providing exceptional customer service
- Organize and manage office supplies, filing systems, and document storage for optimal efficiency
- Support calendar management, appointment scheduling, and coordinate meetings for staff and clients
- Assist with office management tasks such as organizing spreadsheets, proofreading documents, and preparing reports using Microsoft Office and Google Workspace productivity software
- Provide client communication support via phone and email, ensuring professional phone etiquette and prompt responses

Experience

- Proven clerical experience with strong office management skills
- Demonstrated proficiency in QuickBooks for bookkeeping and financial recordkeeping
- Excellent computer literacy including Microsoft Office (Word, Excel), Google Workspace (Docs, Sheets), and data entry skills
- Prior experience handling multi-line phone systems and front desk responsibilities in a customer-focused setting
- Bilingual abilities are a plus to effectively communicate with diverse clients and team members
- Strong organizational skills with the ability to multitask efficiently while maintaining attention to detail

Join us to be part of a vibrant team dedicated to excellence! We value proactive individuals who thrive on organization, enjoy supporting others, and are eager to contribute their skills in bookkeeping and administrative functions. This role offers the chance to grow professionally while making a meaningful impact within our organization.

Pay: \$20.00 - \$30.00 per hour

Benefits:

- Flexible schedule

Work Location: In person

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