



## Administrative Accountant

### E3R Opportunity, San Diego, CA; Administrative Accountant

**Job Description:** E3R is seeking candidates to fill a position with the Administrative Team as an Accountant. Currently requiring Part Time of 20 hours minimum, located in San Diego, CA. Position could transition into a hybrid or remote position with the possibility to move into a full time position based on work load.

#### Functional Description:

- \* Completing bank reconciliations monthly
- \* Entering accounts payable and invoices into QuickBooks
- \* Reviewing timecard entries for accuracy
- \* Processing expense reports
- \* Creating/maintaining vendor purchase orders

#### Skills:

- \* Interact with internal and external customers in an effective and professional manner
- \* Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook
- \* Must be proficient in QuickBooks Desktop Premier Plus Professional Services
- \* Basic understanding of job costing
- \* Ability to work independently and as a team member
- \* Ability to learn and apply technical concepts to assigned duties
- \* SharePoint Experience
- \* Knowledge tests of excel and QuickBooks will be given to candidates passing initial screening

**Travel Requirements:** None

**Security Clearance Requirement:** N/A

**Salary Range:** \$26.44 - \$33.65 per hour

**How to apply:** Interested candidates who meet the qualifications above should respond with a cover letter "email", completed application, and resume to HR@e3rinc.com.

**Company Description:** Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.