Job Title: Part-time Junior Bookkeeper

Company: eRxCity Corp.

Location: 185 Canal St. (entrance on Mott St.) New York, NY 10013

Job Summary
eRxCity is an established independent retail pharmacy located in the heart of Chinatown, NYC. We are currently hiring for a Junior Bookkeeper to handle entry-level tasks. Average 15 hours per week. Must be bilingual in Chinese (Cantonese preferred).

Qualified candidates, please e-mail your resumé to: yvonne.tsang@erxcity.com

Responsibilities and Duties:
- Entering vendors bills into QuickBooks. Verify invoices and statements. Ensure bills are paid accurately and on time.
- Entering accounts receivables data into QuickBooks and supportive Excel spreadsheets. Verify for accuracy.
- Entering charges and credits from Credit Card statements. Reconciling to statement balances.
- Assisting with accounting reports, including weekly and monthly data with spreadsheets reflecting business activity.
- Filing and copying as needed.
- Assisting with other accounting duties as assigned.

Qualifications and Skills
- Fluent in Chinese
- At least 1 year experience in Accounting
- Computer Skills in QuickBooks, Microsoft Excel and Microsoft Word
- Proactive, organized and responsible attitude toward work
- Excellent attention to detail
- Ability to work independently with good time management