



## Accounting & Bookkeeper

Company Name: Catapult Manufacturing

Location: Dahlonega, GA

Catapult Manufacturing is currently looking to hire an Accounting & Bookkeeper position. We are a small company and the right candidate will be willing to help with other tasks as needed.

- Monthly accounting & bookkeeping services
- Bank statement entry
- Debit card entry and tracking
- Credit card entries and reconciliations
- Bill pay & tracking
- Deposit tracking
- Bank reconciliations
- Weekly reports
- AR/AP weekly updates, reports, and tracking
- Chart of accounts, notes, & detail QuickBooks management
- Balance sheets, income statements, and P&L's
- Financial statement reviews, explanations, and consulting
- Vendor payments and tracking
- Cash flow management
- Payroll processing and direct deposit for employees
- Electronic tax payments per pay period for state & federal

Please send your resume to Keith Lacy, [keith@catapultconst.com](mailto:keith@catapultconst.com)