

Bookkeeper Position

Pro Turf International (ptigolf.com), a golf course construction and maintenance and landscape maintenance company based in Las Vegas, NV, is seeking a full time Bookkeeper with experience in A/P, A/R, general ledger, and financial account reconciliations.

Primary Responsibilities

- Records financial transactions and complete the posting process.
- Update and maintain financial records.
- Manage accounts using QuickBooks accounting software.
- Fact-checking accounting data.
- Tracking payroll data.
- Process accounts payable and receivable and manage invoice and tax payments.
- Performs administrative office tasks as requested.

Professional Experience/Qualifications

- 4-year degree in accounting, finance or business administration preferred.
- 3-5 years Bookkeeping experience preferred.
- Ability to meet deadlines.
- Exceptional organizational skills with an eye for detail.

What We Offer

- Competitive salary and PTO
- Health Benefits
- Company Matching 401K

Qualified candidates should submit resume to careers@ptigolf.com for consideration.