

## Assistant Bookkeeper/Accountant

Full Time, weekdays

\$20-24 per hour DOE

### Atmosphere:

Mr Kleen is a stable, family-owned company with integrity, founded in 1967. Our working environment is friendly, diverse, supportive, and positive. Many team members have been with us for over 10 years! Our four person accounting office is the heart of the company that operates two busy gas stations in Lynnwood. We are looking for a long term, committed team member.

### Duties:

General ledger , daily receipt entries

Daily AP & AR

Bank statements & inventory count reconciliations

### Requirements:

Must be proficient in Microsoft Excel & Microsoft Office. Have basic accounting and data entry knowledge. Have attention to detail. Be able to prioritize tasks and be highly organized. Have a pleasant, professional manner.

### Benefits:

Annual bonus

75% company paid Health, Vision & Dental plans

Paid vacation

20% discount on most services & items

Tuition Assistance

Four Free car washes per month

Full use of 24/7 onsite gym & weekly personal trainer sessions

