



Forward Janesville is seeking to fill the full-time position of Bookkeeper & Administrative Assistant. Qualified candidates should have the ability to work with a variety of people in a fast-paced, confidential environment.

Candidates must be able to multi-task, moving from daily duties to numerous ongoing community projects. Must keep required documentation for numerous entities in a safe, orderly and retrievable manner for accounting/auditing purposes.

Should be skilled in MS Office and QuickBooks. A/P, A/R, light general accounting and administrative experience necessary. Able to reconcile accounts for multiple entities and furnish reports in a timely manner, working with our accountant to resolve any discrepancies.

Forward Janesville offers a pleasant and rewarding working environment, competitive wages, and a full compliment of benefits.

Please send your resume and letter of interest to:

John Beckord, President
Forward Janesville
14 South Jackson, Ste 200
Janesville, WI 53548

Applications will be accepted until November 16, 2018. *No phone calls please.*