

ELEMENT OF CHANGE HEALTH CARE SERVICES

<https://www.eochealthcareservices.net/home-and-community-based-care-provider-employment/sample-job>

Sample Junior Bookkeeper

Description

We are looking for a detail-oriented Junior Bookkeeper to assist the finance team in maintaining accurate financial records and supporting daily accounting operations. This role is ideal for entry-level candidates who want to grow their career in accounting and finance.

Responsibilities

- Assist in recording daily financial transactions
- Update and maintain accounting journals and ledgers
- Support accounts payable and accounts receivable processing
- Organize and file financial documents and receipts
- Help prepare monthly financial reports
- Assist in bank and credit card reconciliations
- Support payroll and expense tracking tasks
- Ensure accuracy and completeness of financial data

Qualifications

- Bachelor's degree in Accounting, Finance, or related course
- Fresh graduates are welcome to apply
- Basic knowledge of accounting principles
- Familiarity with Microsoft Excel and Google Sheets
- Experience with accounting software is a plus (QuickBooks, Xero, etc.)
- Strong attention to detail and willingness to learn
- Good communication and teamwork skills

Job Benefits

- Competitive starting salary
- Paid training and mentorship
- Health and government benefits
- Paid vacation and sick leave
- Career growth opportunities
- Friendly work environment

Contacts

1235636545

Hiring organization

ELEMENT OF CHANGE HEALTH CARE SERVICES

Employment Type

Intern

Beginning of employment

WEEK

Duration of employment

3-6 months probationary period

Industry

Finance and Accounting Services

Job Location

1409 Trouser Leg Road, 78205, San Antonio, III, USA

Base Salary

\$ 100 - \$ 200

Date posted

May 14, 2026