

## **Town of Callahan**

### **Outsourced Accounting/Bookkeeping Services**

The Town of Callahan is currently accepting Applications/Bids for Accounting/Bookkeeping Services with Governmental Experience. The list below are minimal responsibilities needed:

- Applicants will be required to manage QuickBooks's Files to produce detailed financial statements/summaries every month.
- Applicants must reconcile payroll and ensure appropriate taxes are provided to Accounts Payable Clerk; process all tax forms, including end of year.
- Applicants will assist Accounts Payable Clerk with bookkeeping & accounting questions; may use screen share as needed.
- All bid offers will be accepted until an applicant is hired.

Any questions may be addressed with Mike Williams at 904-838-8724 or by email at [pwd@townofcallahan-fl.gov](mailto:pwd@townofcallahan-fl.gov) .

Please submit resume to the Town Clerk at [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov) or deliver in sealed envelope at Town Hall located at 542300 US Hwy 1, Callahan, FL 32011, M – F, 8:00 am – 5:00 pm.

**\* \* The Town of Callahan is an Equal Opportunity Employer \* \***