



Pacific Marine Biotech

Changing the way Cancer is Treated.

8 Church Street
Torrington Ct 06790
860-201-4760

March 6, 2023

Job Opening at a local Biotech company. Seeking candidates that have course related requirements for Bookkeeping. Someone eager and willing to learn bookkeeping practices and ability to assist with day-to-day financial matters and support financial officer.

Job description

- Part-time approximately 25 to 28 hours per week
- Account Payable
- Payroll
- Review files
- Banking transaction
- Contribute to team effort by accomplishing tasks.

Skills:

- Strong verbal and written communication skills.
- Proficiency in in English
- Keyboarding and computer software including Microsoft Office and QuickBooks
- Organizing, planning and time management.
- Education and/experience in bookkeeping practices.

Salary range may be adjusted based on experience and qualifications of candidate.

Salary ranges from \$20.00 to \$25.00 per hour

Please submit your resume to mgillette@pacificmarinebiotech.com

