

Our customer focused office is looking for a reliable, well organized officemanager to handle day to day operations, be responsible for bill paying, payroll and accounting with Quickbooks, and will need to be proficient with Microsoft office suite, especially Excel. 30 hours per week and great benefits. Complete job description upon request. Equal Opportunity Employer. E-Mail resume' to office@gonzalezutilities.org or send to Gonzalez Utilities PO Box 314 Gonzalez, FL 32560.