

Bookkeeper / Office Manager

Join our team at a busy **Ag equipment dealership in Aurora, NE!** We are seeking a detail-oriented and organized Bookkeeper/Office Manager to oversee financial transactions and office operations. Responsibilities include recording daily transactions, reconciling accounts, managing accounts payable and receivable, assisting with payroll, and preparing reports to support management decisions.

Requirements:

- Associate degree in Accounting or Finance (preferred)
- Minimum 1 year of bookkeeping or related experience
- Proficiency in accounting software and Microsoft Excel
- Strong attention to detail and organizational skills

Schedule: Monday–Friday,
8:00 a.m.–5:30 p.m.

Salary: \$45,000–\$60,000 (DOE)

Benefits: Health and life insurance, 401K, paid vacation, sick pay, uniform allowance, and 125 Flex plan.

To apply, send resume to:
grosshansintl@hamilton.net