

Part-time/ Seasonal Help Needed

Accounting Department

Accounting Clerk

Duties include but are not limited to:

- Answer phones
- Data Entry
- Filing, assisting with mail outs
- Other clerical duties as assigned

Qualifications

Must have related work experience and good working knowledge of Microsoft Excel and Word. Oracle experience a plus. Excellent customer service and interpersonal skills, both on phone, by email, and in person, required. Scheduling flexibility is required.

This position begins February 1 and ends approximately on March 31.

Please email resume to dseymour@rodeohouston.com or fax to 832-667-1119.