



JOB OPENING

Position	<i>Administrative Bookkeeper</i>
Employee Type	Full-time
Education	
Experience	3-5 years experience in similar
Travel	None
Reference #	BK09
Job Description	<p>The Administrative Bookkeeper performs duties of an accounting nature, requiring good judgment. He/she needs to be an accurate, detail-oriented person with basic accounting knowledge.</p> <p>The responsibilities of the Bookkeeper include accounts payable, accounts receivable, and basic financial reports. Duties may include analyzing accounting documents for accuracy, investigating questionable data, and taking corrective action when necessary. Additional responsibilities may be added as deemed appropriate by the organization.</p>
Required Skills	The ideal candidate will have experience with software products including Intuit products QuickBooks, Outlook, SalesLogix data base management and Microsoft Office. The candidate must have knowledge of basic accounting policies.
Salary & Benefits	The company offers competitive salary and benefits (Medical, Life, 125 Flexible Spending, 401(k), Stock Option Plan, vacation and Holidays).
About Paragon Innovations	Paragon Innovations, Inc. is a leading engineering and product development services provider specializing in medical devices, video displays and portable wireless devices. Founded in 1990, Paragon has worked with Fortune 500 companies, as well as startup ventures, to provide turn-key electrical, mechanical and industrial design engineering services from concept development to market launch. For more information, visit www.paragoninnovations.com .
To Apply	<p>If qualified, please submit resume with salary history and job reference # to: jobs@paragoninnovations.com</p> <p>Paragon Innovations, Inc. 3305 Matrix Drive Richardson, Texas 75082 972-680-2900</p>