

**Advertising and Accounting Assistant - job post- for immediate hire
November 21st, 2020**



Clearwater Jolley Trolley
Clearwater, FL 33755

\$15 - \$17 an hour
Job Type: Full-time
Schedule: Day shift /Holidays / Night shift / Weekends
Benefits: Health insurance

Jolley Trolley is a non-profit transportation company located in Clearwater Beach, Florida. Our goal is to safely service the Clearwater and surrounding areas with reliable transportation. Our trolleys operate on Clearwater Beach 7 days a week, 365 days a year. The Jolley Trolley provides the perfect transportation alternative for both tourists and residents, hence our slogan, "Leave Your Car Where You Are, Ride the Jolley Trolley."

We seek to hire an Advertising and Accounting Assistant to join our team.

Duties will include, but not limited to the following:

- Possess knowledge of basic finance principles : a must;
- Participate in advertising campaigns;
- Conduct audits to ensure advertisers' signs are properly displayed and billed;
- Answer telephone
- Perform administration and customer service tasks and other duties as assigned;
- Continuously multitask throughout the shift to meet demands of the business;

Skills:

- Must be familiar with, but not limited to, invoicing, aging, reports, and billing;
- Strong interpersonal, customer service and communication skills;
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint), Publisher, Internet, and Social Media;
- Willing to be flexible and "wear multiple hats" by providing ad hoc support around the office as needed;
- Demonstrates professional and polite telephone etiquette;
- Team player.

Schedule:

- 30 - 32 hours to start;
- Will be scheduled 1 weekday evening and 1 weekend day – we operate 7 days a week.

Compensation:

- Wage will be based on experience;
- Health Package available after 90 days.

Experience:

- Accounting: 1 year (Preferred)

Work Remotely:

- No

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