



Bookkeeper

Part-time

HOURS: 15 to 20 hours per week, flexible work schedule

Canyon REO
1619 N. East Street
Flagstaff, AZ 86004
(928) 774-3377
canyonreo.com

JOB DUTIES

General Small Business Accounting

- Pay Bills
- Deposits
- Sales Tax
- Payroll and Payroll Taxes
- Tracking Assets & Liabilities
- Monthly Reconciliations
- End of Year Reconciliations & Accounting

General Office Duties

- Filing
- Answering Phones

Miscellaneous Projects

- Cash Flow
- Business Analysis
- Assistance with end of year reports to Managing Agencies
- Assistance with special projects

JOB REQUIREMENTS

- Accounting knowledge; Proficient in Microsoft Word and Excel
- Detail-oriented
- QuickBooks experience a plus, but not required

Please email your resume, references, and cover letter to info@canyonreo.com.
Contact Caroline Dove at (928) 774-4377 with questions.

About Canyon REO

Welcome to Canyon REO—the professional river equipment outfitter of choice for trip leaders of non-commercial Grand Canyon river and rafting trips. We have earned a worldwide reputation for our excellent equipment, varied menu choices, generous portions of delicious food, on-time, comfortable shuttles and outstanding customer service. For two decades, Canyon REO has helped thousands of trip leaders plan and outfit private river trips on the Colorado River through Grand Canyon and on other rivers in the U.S. and Europe. We've created systems just for private boaters, based on our own experiences as private boaters in Grand Canyon. Our staff works hard to relieve the stress and hassle of expedition planning for whitewater rafters. Whether you're an experienced trip leader or a first-timer, our professional outfitting services and valuable Trip Leader's Handbook help you avoid the chaos and confusion about gear, food and camp chores that can happen when trip details are overlooked. Canyon REO is the only Grand Canyon outfitter to offer the Log 'n' Blog Almanac™ with our All Inclusive Deluxe Package. This password-protected area enables trip leaders to easily communicate with their crews about equipment, food and shuttle preferences; and upload and share their videos, photos and impressions.