



Fleece Performance Engineering, Inc.  
2400 Commerce Way  
Pittsboro, IN 46167

We are looking for a Part Time Accounting Assistant to join our dynamic manufacturing company. As a member of the accounting team, you will provide support by performing bookkeeping and accounting tasks that maintain and support company growth with accurate and timely financial data.

**Employment**      **Part Time Accounting Assistant**

- Permanent, on-site
- \$18.00-\$20.00/Hour
- 20-30 hours/week

**Location**              Pittsboro, IN

**Responsibilities**

- Invoicing of customers
- Reconciliation of bank statements
- Entering & reconciliation of credit card transactions
- Credit card payments
- Sort accounting mail
- Daily bank report
- AR and AP filing
- Process refund transactions
- Other tasks as assigned

**Requirements**

- Detail oriented and organized
- 2+ years working in accounting/bookkeeping
- Comfortable working with various software packages
- Intermediate Excel skills
- Experience working for a manufacturer would be helpful, but not required

**Our Company**

- Recognized by Chamber of Commerce a one of the best places to work in Indiana
- Industry leader in innovative products for diesel performance
- Sustained and continuing growth
- Wonderful team environment

**To Apply**

Please Email Cover Letter and Resume to:  
[jobs@fleeceperformance.com](mailto:jobs@fleeceperformance.com)