

**BECKER CPA, LTD.**

**We Are Hiring!!!**

## Part-Time Data Entry Assistant

2119 US-281, Great Bend, KS 67530

[www.beckercpaltd.com](http://www.beckercpaltd.com)

**Starting Pay: \$20/hr**

**Flexible Hours Available**

**Becker CPA, Ltd.** is seeking a meticulous and dedicated Data Entry Clerk to become part of our team. The successful candidate will handle the precise documentation of key business details, including inputting, revising, and verifying data across our platforms. This role plays a vital part in upholding our company's operational smoothness, structure, and information accuracy.

**Documentation:**

Maintain organized and up-to-date records of all data entries.  
Assist in the development and maintenance of data management procedures.

**Responsibilities:**

Accurately input data into the company's database systems.  
Conduct data verification and validation to ensure data integrity and quality.  
Collaborate with other team members to gather necessary information and resolve data discrepancies.  
Type in data provided directly from customers. Verify data by comparing it to source documents.

**Qualifications:**

High school diploma or equivalent.  
Proficient in data entry with a high level of accuracy.  
Strong attention to detail and organizational skills.  
Excellent time management and multitasking abilities.  
Familiarity with data management software and databases.  
Basic understanding of confidentiality principles.  
Strong written and verbal communication skills.

**Communication:**

Collaborate with team members to address any data-related issues.  
Communicate effectively with other departments to gather necessary information.

**Data Verification:**

Cross-check and validate data to ensure accuracy.  
Identify and correct errors in entered data.  
Maintain data quality standards by conducting routine audits.

**Confidentiality:**

Handle sensitive and confidential information with utmost discretion.  
Adhere to data protection policies and guidelines.

**HOW TO APPLY? Send Resume to: [hr@deniseherseyconsultants.com](mailto:hr@deniseherseyconsultants.com)**