



2266 SOUTH WALKER ROAD ~ CLEVELAND, TX 77328
PH: (281) 593-1319 ~ FAX: (281) 593-2898 ~ E-MAIL: jck@cheesemakers.com

Jaimito Brand Hispanic Cheese & Chorizo ~ Lone Star Brand Goat Cheese

POSITION:

Full Charge Bookkeeper - Accountant

CHALLENGE:

Step into a mid-size, fast growing specialty food distribution and manufacturing company as an Office Manager. Learn the business, help the company grow and prosper, and be rewarded through career growth. This is a career investment with a huge opportunity for the right person.

COMPANY PROFILE:

Cheesemakers, Inc. is a Specialty Cheese manufacturing and Distribution company as well as a Fine Food Distribution company located minutes away from beautiful Lake Conroe, just North of Houston, Texas. Our brand of Jaimito Mexican Cheeses, Lone Star hand ladled Goat Cheeses and Queso Cheeses are manufactured and sold in major restaurants and retail chains across the Lone Star state and nationally through Dot Foods. Cheesemakers, Inc. is in a rapid growth mode, with huge opportunities for advancement and prosperity for people who are dedicated, disciplined, focused and committed to excellence.

RESPONSIBILITIES:

Successfully manage all aspects of office, including A/R, A/P, G/L, Payroll, Inventory, Pricing, Budgets, Financial Reports, Reconciling, Quarterly Tax Reporting, etc.

QUALIFICATIONS:

Must have (5) Years Full Charge bookkeeping experience for Small Company using Sage 50 - Peachtree Complete Accounting. *Degree in Business from a 4 Year School (prefer Accounting Degree)*. Knowledge of Windows 10, MS Office (Word, Excel, Power Point, Outlook) Swift Page ACT! or equivalent database, Sage 50 Quantum Accounting a must. No job hoppers, no 9 to 5ers. Bilingual (Spanish/English) helpful. Must be able to work Full Time.

SCHEDULE:

8:00am until Finished, Monday through Friday, Full Time, Permanent

SALARY:

_____ per Year Salary. Contract to Hire.

Health Insurance Provided (after 90 days from fulltime status).

LOCATION:

2266 S. Walker Road off Hwy.105 halfway between Cleveland (Hwy.59N) and Lake Conroe (Hwy 45N).

SUPERVISOR / TRAINING:

President – James C. Keliehor, P.E / Corporate