

# Hunterdon Music

*Celebrating 50 Years in Business  
Family owned & operated since 1969*

## **JOB OPENING PART-TIME OFFICE ASSISTANT**

**Hunterdon Music  
Flemington, NJ**

**Opened in 1969, Hunterdon Music is a small independently owned music store serving schools and customers in Central New Jersey.**

**Hourly salary based on experience.  
Approximately 25-30 hours / week, seasonally varies. Hours are flexible.**

### **Position/Job Summary**

**Assist store owner with bookkeeping and accounting. Some customer service required.**

### **Position/Job Responsibilities include but not limited to:**

- 1. Maintain records and process payments for approximately 1000 instrument rental accounts using RAIN POS system.**
- 2. Maintain records for instrument inventory on RAIN POS software.**
- 3. Perform daily store bookkeeping duties on QuickBooks.**
- 4. Receiving and depositing revenue.**
- 5. Processing Purchase Orders from school accounts.**
- 6. Reconciling daily cash register receipts.**
- 7. Discuss rental contract accounts with customers on the phone.**
- 8. Other customer service may be required on a limited basis.**

### **Position/Job Qualifications:**

**Ideal candidate should have some experience in bookkeeping / accounting. Candidate should have working knowledge of QuickBooks and RAIN POS software or the ability to learn both. Possess customer service skills to be able to discuss accounts with customers. Musical background is a plus but not required.**

**Interested applicants should send resume' to [hunterdonmusic@yahoo.com](mailto:hunterdonmusic@yahoo.com) or apply in person at our store. Contact us at 908-782-0620 with any questions.**