

# Government Marketing & Procurement LLC

## Accounting Internship - Wimberley, Texas

Our Wimberley-based company is in need of bookkeeping support and is seeking a promising accounting student that might be interested.

### **Job Duties:**

The work involves managing AP/AR, invoicing, using QuickBooks for management reports, and work with our Virginia-based accounting firm to develop semi-annual financial statements.

### **Compensation and Benefits:**

We will provide salary, some benefits, flexible working hours and a great working environment.

We would expect the person to come to the office a couple of days a week; but some remote/at-home work is anticipated.

### **If interested, submit resume to:**

Gregory W. Grazdan, President  
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