

## LAW OFFICES OF JOSEPH BAXTER

Position: part-time bookkeeping

Location: Law Offices of Joseph Baxter in downtown Santa Rosa

Position Description: Prepare payroll taxes, reconcile checkbooks, etc.

Hours: Part-time, 10-15 hours per month. Flexible work schedule

Pay: \$12 per hour (\$15/hr if the person has excellent skill sets at reconciling checkbooks).

How to Apply: Contact Law Offices of Joseph Baxter

Call: 707-544-1149

Mail Résumé: 645 Fourth Street, Suite 205

Santa Rosa, CA 95404

E-mail: [baxterlawkw.yahoo.com](mailto:baxterlawkw.yahoo.com)