## 500 Help Wanted

### WELDERS

Must be self starter, reliable, strong experience. Top wages and benefits. Call Mr. Ed, Starting rate plus bonus. Home Depotbased. Top wages and benefits in person to:
M & M Engineering, 1847 Haggerty Rd., Walled Lake MI

WINDOW INSTALLERS
for established contractor. Full benefits. Apply in person 11 am 5pm Omega Glass, 24263 Mound, Detroit, MI 48239

WINDOWS & SIDING
No experience necessary. Training provided. Must have valid driver's lic. and be willing to work long hours. Call (313) 722-1141

WOMEN & MEN
Accepting applications for Janitorial Position. Hours Monday thru Friday. No experience necessary. Flexible hours, excellent benefits including vacation and holiday pay. Apply Mon-Fri, 8-4:30pm. Sunset Plaza, 500 E. 2nd St., Rochester

$200 PLUS PER WEEK
GUARANTEED
Phone work. Full or part time. No selling. Call Mr. Lewis (313) 563-1973

## 502 Help Wanted-Clerical Office

ACCOUNTANT BOOKKEEPER
Full time position. Must be self motivated and multi-task oriented. Must possess good communication skills, organizational skills, attention to detail, initiative, and be computer literate. Send resume, and salary requirements to: P.O. Box 1000, Plymouth, MI 48170

ACCOUNTANT
Full time position in small growing CPA firm. Must have strong accounting background. Send resume and salary requirements to: P.O. Box 1000, Plymouth, MI 48170

ACCOUNTING
BOOKKEEPER
ULTIMA
Our staff of bookkeepers/accountants can make your life easier. If you have experience in accounts receivable, accounts payable, payroll, or want to learn some of each, we have short or long term positions available. Call Ultima Temporary Services. Please ASK for Ann Marie.

TEMP TO PERM
Accounts Payable Clerk. Must have 2 years experience in accounting. Knowledge of equipment a plus. Salary DOE.
PERM
Accounts Payable Clerk. Must have Greater Detroit area experience. Salary DOE.
Call Mrs. Roman Dempsey, 313-538-7200, Ext. 3

ACCOUNTING CLERK
Full or part time. Mng & maintain office records. Detail oriented a must. Strong computer skills. Prior payroll knowledge required. 8:30-5pm, Mon-Thu, Fri. 8:30-12pm. Send resume/salary requirements to: Fred Jacobs, Technology Dr., Troy, MI 48083

ACCOUNTING CLERK PART TIME
Suburban advertising agency has an immediate opening for an accounts clerk who would work 4 hours per day for 3 days per week. The ideal candidate will work closely with the accounting manager. Have a financial background with Lotus 123 or equivalent. Some advertising experience would be a plus. Please send resume with salary requirements to:

W. B. DONER & COMPANY
Attn: Accounting Clerk
27400 Northwestern Hwy
Southfield, MI 48075
An Equal Opportunity Employer

ACCOUNTING CLERK
Part-Time
Primarily Accounts Payable. Must have knowledge of Accounting Records. Experience of Lotus 123 preferred, experience in accounting equipment. Must possess good communication skills. Computer experience helpful. Contact Ann Marie at 355 E. Elm, Birmingham, MI 48009

ACCOUNTING DATA Entry Clerk for growing company. Fifty words per minute. Prior experience not necessary. MAS 90 software preferred. Send resume to: Mary Hagerty, Hagerty Inc. Wayne Machinery Co., PO Box 8015, Farmington Hills, MI 48333

ACCOUNTING DEPARTMENT
CASH APPLICATIONS
Michigan's leading fire & casualty office products is looking for a motivated individual to apply payments, process deductions, post cash receipts, reconcile accounts, and other duties as assigned. Minimum 2 years experience required. High volume environment. Send resume with salary requirements to:
MACHAUS, LTD.
BUSINESS SUPPLIES
41364 Koppernick
Canton, MI 48187
Attn: Ann Elam

ACCOUNTING/GENERAL
Full & part-time positions. Requires excellent office skills and communication skills. No calls. Send resume and salary requirements to: Human Resources, Bloomfield Hardware, 31944 Hubbard, Livonia, MI 48150. Fax 313-427-1080

ACCOUNTING

PERMANENT
• ACCOUNTING - Construction firm Downtown, to $27K
• AR, BILLING Coordinator, 3rd party health claims, To $27K
• ASSIST MANAGER, Accounting Supervisor, Bloomfield advertising firm, to $28K
• Accounts Receivable Supervisor, Southfield, to $30K
• ACCOUNTS Payable Clerk, Westside, to $20K

TEMP TO PERM
• STAFF Accounting - non profit, Detroit, pays to $10K
• PAYROLL Clerk, Bookkeeper, Auburn Hills, pays to $10K

TEMP
• ACCOUNTING/GL, downtown CPA firm, pays $7/hr
• BOOKKEEPER, Oak Park, long term
• ACCOUNTING Clerk, South Lyon
• ACCOUNTS Payable Clerk, Wayne, Long term
• ACCOUNTING Clerk, Downtown, long term
• PART-TIME Bookkeeper, Taylor, long-term

All the above temps require computer skills, must know Lotus

CALL TODAY!
(810) 354-2410

ACCOUNTANTS ONE
24681 Northwestern Hwy. Ste 616
Southfield, MI 48075

ACCOUNTING
to $31,000
Major distributor to the home improvement industry has an opening for individual with bookkeeping and/or accounting experience. Top benefits package, bonus and profit sharing.

Diversified Recruiters
810-644-5700 FAX: 810-644-0704

ACCOUNTS PAYABLE/CLERICAL
Needed 3 days per week. Must be detail oriented. Must have telephone etiquette. Call (810) 646-5505.

ACCOUNTS PAYABLE/CLERICAL
Part-Time work in Manufacturing company. Flexible hours, Mon-Fri, 19-30 hours/week. 15 Mile/Telegraph area. Call (810) 646-5505.

## 502 Help Wanted-Clerical Office

ACCOUNTS PAYABLE/SECRETARY
Needed for residential builder. Computer experience necessary. Construction experience preferred but will consider. Knowledge of building industry a plus. Please mail resume to: Kaufman Enterprises, P.O. Box 3033, Southfield MI 48037. 313-357-7700 FAX: (313) 352-8737

ACCOUNTS PAYABLE
Fast paced corporate headquarters needs detail oriented individual for Accounts Payable position. Salary commensurate with experience. Send resume to: P.O. Box 2313, Southfield MI 48037-2313 or FAX: Accounting Manager, 810-932-8040

ACCOUNTS PAYABLE CLERK, full time position in finance dept. Responsibilities include all aspects of accounts payable cycle, including contact with other departments. Minimum 2 years 123 & word experience. Call Mon-Fri, 8am-4pm, (313) 946-1190

ACCOUNTS PAYABLE for fast paced manufacturer. Must have knowledge of accounts payable, Lotus 123 and Word. Salary commensurate with experience. Fax resume to Personnel, 810-477-3722 or call 810-477-3722 ext. 221

ACCOUNTS PAYABLE CLERK
Full time position. Candidate will be detail oriented and have good math skills. Prior accounts payable experience preferred. Send resume to: Personnel, P.O. Box 1000, Plymouth, MI 48170

ACCOUNTS PAYABLE POSITION
Well established company seeks individual with 2 years accounts payable experience. Knowledge of computer spreadsheet and word processing programs required. Must be detail oriented and have good communication skills. Please send resume and salary requirements to: P.O. Box 1000, Plymouth, MI 48170

ACCOUNTS PAYABLE CLERK
Full time position available in growing company. Responsibilities include Payroll data entry, and general clerical duties. Send resume to Personnel, P.O. Box 3252, Farmington Hills, MI 48333-3252

ACCOUNTS PAYABLE CLERK
for Service Company located in Wixom. Work Perfect & Lotus for Windows experience preferred. Medical benefits. Salary commensurate with experience. Please FAX resume to: (810) 624-9310

ACCOUNTS RECEIVABLE
Well established company seeks individual with 2 years accounts receivable experience. Knowledge of computer spreadsheet and word processing programs required. Must be detail oriented and have good communication skills. Please send resume and salary requirements to: P.O. Box 1000, Plymouth, MI 48170

ACCOUNTS RECEIVABLE
Full time position available in growing company. Responsibilities include Data Entry, and general clerical duties. Send resume to Personnel, P.O. Box 3252, Farmington Hills, MI 48333-3252

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