



Immediate Opening:

Office Administrator / Book Keeper:

- Accounts payable and accounts receivables (Quick Books experience preferred)
- Bank reconciliation
- Payroll assistance

Full-Time Position

Health Benefits including vision, dental

Up to 3 weeks PTO per year

Direct report to Vice President/Office Manager

**Duckett Fishing**  
**250 Conners Island Pkwy, Guntersville, AL 35976**  
**256-582-3999**  
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