

WORK VAPOR

Job Link: <https://workvapor.com/jobs/bookkeeper-administrative-assistant-232310/>

BOOKKEEPER / ADMINISTRATIVE ASSISTANT

HIRING ORGANIZATION

Woodys, Wagens & Classic Cruisers, LLC

EMPLOYMENT TYPE

Part-time

BASE SALARY

USD 23.67 - USD 29

DESCRIPTION

Bookkeeper / Administrative Assistant

Company: Woodys, Wagens & Classic Cruisers, LLC

Location: Sheridan, WY

Work Type: Hybrid

Employment Type: Part-time

Pay: \$23.67–\$28.51 per hour

Expected Hours: 15–30 hours per week

Contact Details

Email: woodysandwagens@gmail.com

About the Position

Woodys, Wagens & Classic Cruisers is looking for a reliable and detail-oriented Part-Time Bookkeeper / Administrative Assistant.

The position is based in Sheridan, Wyoming. A love for classic cars is a plus.

The company is looking for someone who is organized, dependable, trustworthy, and able to work independently.

Key Responsibilities

- Maintain accurate financial records using QuickBooks.
- Handle invoicing.
- Track business expenses.

JOB LOCATION

Wyoming, United States

? Remote work from: United States

DATE POSTED

? 09/06/2026

- Complete bank reconciliations.
- Perform accurate data entry.
- Update spreadsheets and databases.
- Maintain data accuracy.
- Assist with office management tasks.
- File and organize documents.
- Manage office supplies.
- Support front desk operations.
- Greet visitors.
- Answer inquiries.
- Manage appointment scheduling.
- Maintain calendars.
- Prepare correspondence.
- Create word processing documents.
- Proofread documents and other materials.
- Communicate with clients by email and phone.
- Communicate with team members in person and through other channels.
- Keep paperwork organized and up to date.

Required Skills

- Strong organizational skills.
- Excellent attention to detail.
- Dependable work style.
- Ability to work independently.
- Strong communication skills.
- Professional and trustworthy approach.
- Ability to maintain accurate financial records.
- Ability to manage paperwork efficiently.
- Strong time management skills.
- Ability to multitask.
- Ability to meet deadlines.
- Professional phone etiquette.
- Strong customer service skills.
- Ability to handle sensitive information discreetly.

Preferred Qualifications

- Experience with QuickBooks accounting software.
- Experience with other productivity software.
- Experience with multi-line phone systems.
- Front desk or reception experience.
- Bookkeeping experience.
- Administrative experience.

Work Environment

- Part-time position.
- Hybrid work.
- Flexible schedule.
- Sheridan, Wyoming location.
- Professional office environment.
- Opportunities to develop bookkeeping and administrative skills.

Benefits

- Employee discount.
- Flexible schedule.

Compensation

Pay is \$23.67–\$28.51 per hour.

Expected hours are 15–30 hours per week.

How to Apply

Send your resume or a brief introduction to:

woodysandwagens@gmail.com

You may also contact the company through a private message.

Company Contact Information

Woodys, Wagens & Classic Cruisers, LLC

Sheridan, WY

Work Type: Hybrid

Employment Type: Part-time

Email: woodysandwagens@gmail.com