

### ***The Company***

Pure Ohio Wellness is an Ohio based Cannabis company, vertically integrated, featuring a Level 1 cultivation facility, Processing/Extraction plant, and three dispensaries.

### ***The Position***

#### **Part time bookkeeping assistant**

JOB SUMMARY: We are looking for a skilled assistant bookkeeper to assist our bookkeeper with daily tasks.

#### **REQUIREMENTS**

- Experience with Quick Books is a must.
- Minimum 2 years' experience
- Microsoft Office Experience
- Excellent Communication
- Filing
- Receiving invoices, paying bills, credit card reconciliation.
- Organizational Skills
- Attention to Detail
- Multi-task Oriented
- Must pass any and all required background check
- Must be and remain compliant with all legal or company regulations for working in the industry

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. As a new company, you will have the unique opportunity to grow with us and learn in an everchanging, fast paced environment. If you are interested in an exciting opportunity in a new and growing industry, please send resume' and references. You will be required to pass our company background check through Intellicorp prior to the scheduling of an interview.**

***THIS IS PART TIME POSITION 2-4 DAYS WEEKLY***

#### **The Hiring Process**

1. You will be required to submit to a company background check prior to your interview at your cost. Intellicorp cost is approximately \$33.00.
2. Once the Intellicorp background check is complete, you will be scheduled for an interview.
3. After the interview, if you are hired, you will need to immediately have a background check done through the BCI & FBI. We will provide paperwork with the information needed to do this. This is necessary to obtain a license to work in the marijuana industry in Ohio.