

Accounting and Office Assistant

Bastrop Texas | \$14 to \$20 per hour | Part time or full time

We are hiring soon. Crosshairs Texas is looking for a dependable, detail-oriented professional who can keep our accounting records current, our office organized, and our customers and team well supported.

About the position

This hands-on position combines bookkeeping and accounting support with office administration, communication, shipping and receiving, and occasional retail support. The right person will be accurate, trustworthy, organized, comfortable working independently, and willing to help wherever needed in a busy locally owned firearm retail and training business.

What you will do

- Maintain accurate and timely records in QuickBooks and other approved systems.
- Enter and correctly categorize approved revenue, bills, expenses, deposits, fees, credits, and reimbursements.
- Keep records for Crosshairs Texas LLC and Shoot Here Texas LLC complete and properly separated.
- Collect, scan, attach, and organize receipts, invoices, statements, purchase records, and payment confirmations.
- Support accounts payable and accounts receivable and promptly flag overdue balances, missing documents, discrepancies, or unusual activity.
- Compare point-of-sale activity with cash, checks, card settlements, refunds, deposits, and supporting records.
- Prepare authorized deposits, invoices, reports, payment packets, spreadsheets, letters, and other business documents.
- Answer calls and emails, welcome customers and visitors, route questions, and record clear follow-up messages.
- Receive and route packages, match packing slips to orders, maintain tracking records, and report shortages or damage.
- Maintain organized physical and electronic files and monitor office, shipping, printing, and cleaning supplies.
- Provide limited retail, register, social media, errand, or housekeeping support when assigned and primary accounting work is current.

What we are looking for

- At least one year of office, bookkeeping, accounting-support, or related experience.
- Working knowledge of QuickBooks and Microsoft Office; strong proficiency is preferred.
- Excellent attention to detail and the ability to organize records, meet deadlines, and solve routine problems.
- Professional telephone and customer-service skills with clear written communication.
- Discretion and sound judgment when handling financial, employee, customer, and business information.
- Ability to work with limited supervision while contributing to a close-knit team.
- High school diploma or equivalent; an associate degree is preferred.
- Valid driver's license and reliable transportation for assigned errands or bank runs.
- Ability to lift up to 50 pounds, with or without reasonable accommodation.

Schedule and workplace

This is an hourly position that may be part time or full time, depending on business needs and the selected candidate. Scheduling may fall between 8:00 a.m. and 7:00 p.m., with some weekend availability as needed. This role works in a firearm retail and training environment. Safe, lawful, respectful conduct is required at all times;

regulated products may be handled only by employees who are specifically trained, authorized, and legally permitted.

What success looks like

- Accounting entries and files are accurate, supported, current, and easy to locate.
- Bills, deposits, customer follow-ups, and reporting deadlines are addressed promptly.
- Discrepancies and approval needs are identified early and communicated clearly.
- Confidential information, cash, checks, passwords, and company records are protected.
- The office and shared work areas remain clean, organized, and ready for business.

Who we are

Crosshairs Texas is a locally owned business in downtown Bastrop serving firearm owners through retail, transfers, gunsmithing, training, and customer education. Our mission is Teaching the World to shoot here with egos holstered. We value excellence in ordinary work, courage, service, respect, integrity, teamwork, and shared success.

How to apply

Submit your resume and a brief note describing your QuickBooks or bookkeeping experience, your current availability, and your earliest possible start date. Please include Accounting and Office Assistant in the subject line or on your application.

Employment is subject to the written offer, company policies, position requirements, and applicable law. Duties and priorities may change as business needs evolve.