



Bookkeeper/Payroll Clerk

We are looking for a hard-working, experienced Bookkeeper to perform a variety of financial tasks. These include keeping financial records updated, preparing reports and reconciling bank statements. You will run accounting software programs to process business transactions, like accounts payable and receivable, disbursements. The Accounting Assistant will be involved in purchasing and payroll functions and import tracking. A successful Accounting Assistant will ensure that the company's daily accounting functions run accurately and effectively while supporting all functions in a small office environment.

ESSENTIAL FUNCTIONS:

- Answer telephones quickly in a friendly and personable manner.
- Purchase office and janitorial supplies.
- Call on past due accounts.
- Perform counter sales.
- Print, collate and mail monthly statements.
- Approve and open new customer accounts and assign account numbers.
- Collect and open mail daily and disburse to appropriate personnel.
- Process all filing and out-going mail.
- Type quotes and assist project managers with paperwork.
- Gather and file COI's, W9's, ect...
- Purchase Orders for Commercial Division
- Create operation and maintenance manuals for project completions.
- Assist Service and Residential with job paperwork and filing

40 Hours per week with a Salary range of \$45,000-\$55,000.

Health benefits, 401K, and Paid Time Off are just a few of the benefits we offer.

To apply, please email your resume to aci@acifabricators.com