

Position Summary:

We are seeking an **experienced Accounting Operations Assistant** to join **R.K. Steel, Inc.** at our **Fredonia, KS** location. This role supports the CFO, assisting with accounts payable/receivable, sales tax compliance, and other accounting/office responsibilities.

Key Responsibilities:

- Perform general accounting duties, including data entry and analysis.
- Oversee Accounts Receivable (A/R) processes, including monthly invoicing, preparation and tracking of pay applications and lien waivers, and monitoring aging reports. Support customers by addressing inquiries, ensuring timely resolution of billing concerns, and maintaining strong client relationships.
- Manage Accounts Payable (A/P) processes. Review and enter bills, verify purchase order and billing accuracy, schedule and process timely payments. Maintain strong supplier and vendor relationships through effective communication and coordination.
- Assist with sales tax compliance on projects across multiple states/jurisdictions.
- Utilize QuickBooks Desktop, Microsoft Excel, Word, and Outlook for financial processing, organization, and communication.
- Assist the CFO with financial reporting, reconciliations, record management, and as-needed accounting projects.
- Analyze financial data to identify patterns, trends, and irregularities, flagging key items for management review.
- Maintain well-organized documentation while collaborating across departments.
- Perform general office tasks as needed, including call routing and administrative support for other departments.

Skills & Qualifications:

- **Experience:** Proven background in accounting or bookkeeping with practical financial expertise.
- **Technical Proficiency:** Strong understanding of QuickBooks Desktop, Microsoft Excel, Word, and Outlook.
- **Critical Thinking:** Ability to analyze financial data, identify trends, and problem-solve.
- **Collaboration:** Strong ability to work well with others in a professional, team-oriented setting.
- **Attention to Detail:** High accuracy in handling numbers and maintaining organized records.
- **Communication:** Professional and friendly demeanor with strong written and verbal skills.
- **Office Support:** Experience handling general office tasks and call routing for effective internal communication.

- **Adaptability:** Comfortable with changing systems and processes, with a focus on efficiency and collaboration.
- **Cost-Saving Mindset:** Ability to think big-picture to identify and propose meaningful financial improvements.

Compensation & Benefits:

- **Pay is commensurate with experience.**
- **Benefits available after a 90-day introductory period**, including:
 - Health w/ optional Dental Insurance (multiple plans)
 - Optional Supplemental Insurance
 - Retirement Plan eligibility after two years
 - Paid Time Off (accrued)
 - Paid Holidays

How to Apply:

1. Complete an application at www.rksteelinc.com/jobs.
2. Send resume and references to hr@rksteelinc.com.

Pre-employment physical and drug screening required.