

Position Title: Accounting Assistant

Reports to: Accounting Manager

Compensation Range: \$11.00 with the potential of bonuses and performance incentives

Benefits: Available upon eligibility

Non-Exempt Position - hourly

Position Summary:

This position will provide assistance to the Purchasing Manager and will assist all departments by completing and managing tasks assigned by the Purchasing Manager.

Essential Job Functions:

- Assist in managing customer orders, vendors and pricing
- Assist in managing and creating purchase orders
- Assist in order processing and accounts payable process
- Assist in the processing of inbound equipment inventory
- Serial number entry into Quickbooks
- Assist in managing in-house stock levels
- Help establish and manage complete inventory automation in Quickbooks
- Maintaining records systems, creating records systems
- Projects as required
- Position description will get more detailed as employee gains knowledge and experience

Essential Job Requirements:

Education: High School Diploma

Experience: Some accounting, purchasing and/or inventory experience would be beneficial

Preferred Skills: Quickbooks, Microsoft Excel

Required Skills: Data entry, reporting skills, excellent ability to communicate via phone, excellent listening skills, attention to detail, professionalism, Microsoft Office suite experience, an "I can do it" attitude, friendly and engaging personality, confident phone manner.

Physical Requirements: Sitting for long periods of time in front of computer, standing, stooping, and potential lifting up to 50 lbs