



Senior Accounting Clerk

Job description

Bill's Fence Co., Inc is in search of a Senior Accounting Clerk to provide administrative support in our accounting department, undertaking clerical tasks such as: data entry of accounts payable and accounts receivable, filing, making and receiving phone calls, and basic bookkeeping. This is an intermediate level position for a very serious applicant

Responsibilities include:

- Prepare customer invoices
- Process vendor invoices into Accounts Payable system (QuickBooks Online)
- Reconcile vendor invoices and identify discrepancies
- Credit Card reconciliation
- Prepare and maintain financial reports and job cost tracking reports
- Collect and prepare timecards for weekly Payroll
- Answering phones and direct phone calls to the necessary department
- Assist with Certified Payroll Reports
- Assist with preparation of monthly AIA Commercial billing reports
- Assist with weekly collections and lien processes as needed

Requirements include:

- High School Diploma or equivalent (required)
- 2+ Experience with Excel and QuickBooks/QBO (required)
- Strong attention to detail
- Ability to work in a fast-paced environment
- Ability to work with a team or independently
- Desire to assist with company growth
- Exceptional phone skills
- Experience with Microsoft Office Suites and Google Drive (preferred)
- Experience in a construction setting (preferred)

BILL'S FENCE COMPANY INC.

Benefits package including

- 401K Matching
- Life Insurance
- Weekly pay (via direct deposit)
- Paid Time Off (vacation, holidays and sick time available)
- Health, Vision and Dental Insurance

*All new hires will be required to submit a pre-employment drug screen and undergo a criminal background check

Job Type: Full-time

Pay: Competitive Salary

Expected hours: 40 – 50 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- Monday to Friday

Experience:

- QuickBooks: 2 years (Required)



Ability to Relocate:

- Cabot, AR 72023: Relocate before starting work (Required)

Work Location: In person