

Accounting/Office Clerk

Purpose

The Accounting/Office Clerk owns the accounts payable and cash applications portion of our business. He/she also assists the Controller with other accounting tasks. This person is responsible for maintaining the front business desk. He/she represents Global Technologies to visitors arriving through the front door and calling to our general phone number and will exhibit a friendly, professional business manner.

Responsibilities

1. Accounts payable including invoice matching and data entry, payments (via ACHs, checks, and credit cards), supplier returns, and some invoice validation; is main supplier payment contact.
2. Invoicing and cash payment applications.
3. Booking customer credits from returns and monitoring use of these credits in RMA database.
4. Daily metrics.
5. Achieving good cut-off each month-end of expense invoices.
6. Greets visitors and answers main telephone line.
7. Opens and distributes mail.
8. Maintains front office appearance, e.g. timely filing.

Education and Training

The Accounting/Office Clerk is required, at a minimum, to have a high school diploma or GED equivalent. The Controller and HR Manager can determine whether education and training are equivalent based on an individual's experience.

Technical Requirements

Knowledge of keyboarding, phone systems, copiers, and MRP software. Knowledge of accounts payable practices. A background in shipping procedures, including all types of freight, is helpful. Attention to detail is required.

Experience

Word, Excel, DBA or similar MRP software; working with visitors and callers.

Send their resume to: cdiefenbacher@globaltec.com