



We are now hiring a part-time **Accounting Assistant**. We are looking for an enthusiastic person with accounting skills to join our team and assist with accounting operations.

Essential job duties and responsibilities:

- Accounts Receivable and Accounts Payable
- Run monthly and quarterly reports.
- Understand and run credit card processing.
- Answer inbound phone calls and assist customers.
- Responsible for general accounting functions: cash management, reconciliation, Chart of Accounts and Financial Statements
- Provide administrative assistance to management team.
- Organize and maintain records and enter information into computer databases.
- Other office tasks and projects as needed (replenish office supplies, troubleshoot printer or other technology, distribute mail, etc)

Qualifications & Skills

- Education: Minimum of Associate's Degree in Accounting or related field and 1-3 years of relevant experience.
- Previous experience in bookkeeping and/or office administration and/or standard accounting procedures.
- Must be proficient in QuickBooks, Epicor and Microsoft Office.
- Must have ability to prioritize and meet deadlines.
- Must be able to multi-task, stay organized, and have great time management skills.
- Strong organizational skills and attention to detail
- Must have good customer service skills as well as excellent verbal and written communication skills.

Physical Requirements:

- Must be able to lift 15 pounds at times.
- Must be able to stand for a long duration of the workday.

Pay type:

- Hourly pay \$20-\$26 (depends on experience)
- Part-time 20-30 hours a week

Please send resume to Aneta – aneta@desplainesmaterial.com or call 847-626-5754

All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.