



Position Opening: Accounting Clerk

Leaman Container, Inc. headquartered in Fort Worth is currently hiring for an Accounting Clerk to fit in with our established, tenured, successful Fort Worth team. We specialize corrugated boxes, packaging and shipping products.

The Accounting Clerk would be responsible for following established procedures and recording accounts receivable, accounts payable and general ledger accounting transactions into the accounting system with a high degree of accuracy and timeliness. This position is also responsible for credit and collections, assisting in monthly closings, preparing daily activity and accounting reports. This position is also responsible for maintaining filing system for accounts payable and accounts receivable records by performing the following duties.

Major Responsibilities & Tasks

FULL CYCLE ACCOUNTS RECEIVABLE:

- Verifies approvals and enters vendor invoices for payment.
- Sets up new vendors.
- Answers vendor inquiries.
- Prepares accounts payable checks with appropriate back up.
- Monitors banking activity and records automated vendor payments.
- Prints accounts payable reports and maintains all accounts payable files.

FULL CYCLE ACCOUNTS RECEIVABLE:

- Prepares daily customer invoices and credit memos.
- Receives payments and posts amounts paid to customer accounts; use remote deposit for daily bank deposits.
- Records credit card transactions
- Records additional deposits and payments.
- Prints accounts receivable reports and invoice registers and maintains all accounts receivable files.
- Runs accounts receivable reports to identify overdue accounts.

CREDIT AND COLLECTIONS:

- Contacts past-due customers to request payment.
- Notifies customers of delinquent accounts by email or telephone to solicit payment and persuades them to pay amounts due.
- Records and communicates information about financial status of customers and status of collection efforts to management.

DAILY/WEEKLY/MONTHLY - Miscellaneous:

- Assists in monthly closings. Prepares simple journal entries and enters data to general ledger or accounting reports.
- Prepares or runs daily activity, productivity, sales reports, and other accounting and general business reports
- Sorts and files correspondence and accounting records.



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- Performs miscellaneous clerical and customer service duties such as answering the company's main phone lines when Receptionist is unavailable.
- Daily timecard reconciliation
- Daily bank reconciliation
- Daily Activity Report generation
- Other accounting and administrative duties as needed

Skills and Qualifications

- Must have MS Office experience and intermediate to advanced Excel experience
- Ability to use accounting, payroll and manufacturing software
- Experience with Access a plus
- General Ledger Reconciliation
- Effective interpersonal skills
- Excellent verbal and written communication skills
- Detail oriented
- Able to work independently

Education & Work Experience

- Associates Degree, or
- 3-5 years in manufacturing accounting

Compensation:

- Excellent benefits, vacation and 401k. This is a professional position that rewards dedication, loyalty and hard work.

Reports to: Accounting Manager

Please email your resume and inquiries to j.bucek@leamancontainer.com