

QUALITY BUS & TRUCK PARTS

Office Administrator/Accounting Clerk JOB DESCRIPTION

POSITION TITLE: **OFFICE ADMINISTRATOR**

DEPARTMENT: **Accounting**

ACCOUNTABLE TO: **Owner/General Manager**

SUMMARY STATEMENT:

To coordinate office operations to secure efficiency and compliance with company policies. Includes all bookkeeping and processing of vehicle purchase and sale documentation.

MAJOR AREAS OF ACCOUNTABILITY:

- 1) Maintain vendor accounts by reconciling monthly statements and related invoices, resolving discrepancies where/when needed, and paying vendors per set terms.
- 2) Maintain customer accounts by preparing and sending monthly statements, process payments by check, credit card, or cash and preparing bank deposits accordingly.
- 3) Maintain accounting ledgers by verifying and posting account transactions to proper accounts. This includes a monthly audit of business credit cards.
- 4) Register and maintain vehicle information to meet state dealer requirements.
- 5) Analyze day to day work flow between departments and facilitate a cohesive, streamlined process.
- 6) Assist with year-end tax preparation by preparing all needed reports and data entry.
- 7) Work as point-of-contact for all on site HR functions and assist HR Manager.
- 8) Perform other duties, as assigned by the Manager including, answering incoming phone calls in a courteous/helpful manner, handling mail duties, and performing other general office functions.

QUALIFICATIONS:

- Previous experience of 3 years with accounts payable/general ledger procedures.
- Strong problem-solving skills, documentation skills, multi-tasking skills, and data entry
- Detail oriented, professional attitude, reliable
- Must be well organized, a self-starter, and have strong work ethics
- Ability to interact with employees, customers, and vendors in a professional manner
- General math skills such as percentages, fractions, addition, subtraction, multiplication and division
- Software used: Microsoft Office, Quickbooks, and iTrack.

TO APPLY: Send resumes to derek@qualitybt.com or mail to:
Quality Bus & Truck Parts, Attn: Jobs, 16174 149th St., Big Lake MN 55309

*All applications will be reviewed, but all applicants may not be interviewed. You will be notified if you are selected for an interview.