

Order Processing/Accounting Clerk

Job Summary:

The Order Processing / Accounting Clerk assists the sales and accounting team by entering orders into the company's accounting systems. This position requires precision, attention to detail and the ability to multi-task in a professional and positive nature.

Duties/Responsibilities:

- Enter customer purchase orders and online orders into company computer systems
- Ensure that all prices and contact information are accurate when inputting customer orders
- Confirm order status with customers via email updates, lead times, etc.
- Interface with sales and accounting pertinent order information
- Assist accounting team with accounts payable and account reconciliation
- Assist with answering phone calls
- Perform other duties as assigned

Required Skills/Abilities:

- Customer service
- Proficient in Microsoft Office Suite
- Verbal and written communication skills
- Positive, friendly, professional attitude and a willingness to learn new skills required
- Ability to prioritize tasks and manage time effectively
- Organizational skills
- Ability to work independently
- Ability to read, understand, and follow oral and written instructions

Supervisory Responsibilities:

- None

Education and Experience:

- High school diploma or equivalent preferred

Physical Requirements:

- This is largely a desk position; however, some copying and filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Job Type: Full-time

Schedule: Monday – Friday, 8-hour shift

Work Location: In person