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Newport News, VA 23607
Office: (757) 245-6321
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Position: *Accounting Clerk (A/R)- Part Time*

Location: *Southside Hampton Roads, Virginia*

Overview:

As an Accounting Clerk, you will report to the Controller. The successful candidate will be responsible for managing customer accounts accurately and on a timely basis. The successful candidate is well organized, can communicate effectively, pays attention to detail, possesses a strong work ethic, and always presents themselves in a professional and courteous manner.

Essential Job Functions of an Accounting Clerk:

- Invoicing to Customers for both Time & Material and Fixed Price jobs
- Record payments from customers
- Reconciling materials costs, expenses, truck charges and all costs associated with jobs.
- Updating QuickBase (Project Management Software/CRM) on a daily basis
- Attendance of weekly Project Management meeting
- Must be a US Citizen or authorized to work in the US

Minimum Education: High School Diploma or equivalent certificate

Desired Knowledge, Skills, and Abilities:

- Previous Customer relations experience
- Ability to multitask
- QuickBooks Desktop
- Microsoft Office 365 (Word, Excel, etc)
- Strong organizational skills and attention to detail and accuracy
- Ability to relate to customers and represent the company in a positive manner

To Apply:

To be considered for this position, please send resumes to info@highgroundservices.com

- Please include in the email subject: **Accounting Clerk (A/R) Position**
- Please include in the email body: **Name, email, Phone, and Date of Availability**

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