

Accounting Clerk

Job Responsibilities

General accounts payable duties, including, but not limited to:

- Entering invoices into ERP system (Foundation)
- Selecting bills for payment
- Managing vendor accounts
- Entering credit card charges & reconciling credit card accounts

General accounts receivable duties, including, but not limited to:

- Sending invoices to customers
- Accounts receivable collections
- Managing accounts receivable aging

Managing customer portals

- Completing OCIP (Owner Controlled Insurance Program)
- Completing customer bid portals

Requirements

- Minimum 1 years' experience in construction estimating (HVAC and Sheetmetal estimating is a plus).
- Proven working knowledge of Excel.
- Must be able to read blueprints / project plans & specifications.
- Excellent math skills.
- Excellent communication skills.
- Ability to work independently, under pressure, and utilize effective time management.

Education Requirements

- High School Diploma

Conditions of Employment

- Ability to successfully pass a criminal background check.
- Ability to successfully pass pre-employment drug screen.

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