

Job ID: RK022813D
Job Title: Accounting Clerk
Degree Requirements: None
Years of Experience: 3+
Type of Position: Direct Hire
Location: Southeast Texas
Salary Range: \$35,360 – \$41,600 Depending on Expertise and Experience
Travel Required: <10%

Our Southeast, TX area client has an **IMMEDIATE NEED** for an Accounting Clerk who has 3+ years experience. No Relocation assistance is budgeted for this position. This position is on the day shift (6:30 am – 4:30 pm) Monday – Thursday; Friday 7:30 am – 11:30 am - Flex Schedule.

The **MUST HAVE REQUIREMENTS** of this position are:

- * Verify supplier invoices accuracy according to Purchase Orders & / or supplier agreements
- * Provide clear, complete, & professional communications to internal & external customers
- * Exhibit superior problem solving skills
- * Work closely with supply chain buyers & serves as internal direct contact
- * Monitors accounts ensuring timely payment
- * Have a firm understanding of debits / credits & account reconciliation process
- * Thrive in a team environment

A **PLUS** in this position:

- * Accounts payable & payroll experience

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at Resumes@PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your MINIMUM salary requirements.

KEY WORDS: Accounting, Accounts Payable, Purchase Orders, Supplier Agreement, Debits, Credits, Payroll