

Accounting Clerk

Mulhaupt's Inc – Lafayette, IN

Mulhaupt's Inc. is an all-in-one provider of doors, frames, hardware and related security-system solutions, offering complete design, sourcing and installation services, as well as ongoing technical support and monitoring.

Summary

The Accounting Clerk is responsible for multiple aspects of accounting including duties within Accounts Payable, Accounts Receivable, and Payroll. This position will report to the Accounting Manager and will be located in Lafayette, IN.

Main Responsibilities

- Accounts Payable
 - Set up and manage vendor accounts
 - Match packing slips to vendor invoices
 - Enter payables
- Accounts Receivable
 - Set up new customers and manage credit applications
 - Manage and process billings for new sales, service, and OTC
 - Process credit card payments
 - Run and process monthly statements
 - Track and bill out drop shipments
- Payroll
 - Track and report payroll data
 - Track PTO hours
 - Manage new hire paperwork
 - Distribute commission reports

Knowledge, Skills and Abilities Required:

- 1-3 years Accounts Receivable and Accounts Payable experience
- Highly motivated and results oriented
- Self-starter, organized, and detail-oriented
- Ability to work in a fast-paced team environment
- Prior experience with an ERP system in the past – Navision preferred
- Experience with MS Office required
- Excellent written and verbal communication skills