

Job Title: Accounting Clerk

Position Description:

Campbell Grinder Company, a premier grinding machine manufacturer, is seeking an Accounting Clerk for a permanent, full-time position. The candidate will be responsible for AP, AR, General Ledger, and month end tasks. The candidate will also assist with office management duties such as supply orders, customer visit set-ups, and employee engagement activities. The candidate will have a solid grasp of fundamental accounting principles and financial reporting, and have excellent communication, organizational, and analytical skills.

Essential Job Duties and Responsibilities:

- Accounts Payable and Accounts Receivable – process invoices, monitor accounts to ensure timely payments and collections, resolve billing discrepancies, and follow up on overdue accounts
- Cash management – monitor daily banking activity and perform monthly bank reconciliations
- Assist with Month End activities – reconcile balance sheet accounts, perform journal entries, record labor transactions
- Assist with Audits – provide reports and information to external auditors
- Meet processing and reporting deadlines
- Answering telephone, greeting visitors, ordering, and stocking office supplies
- Organize travel arrangements for employees as needed
- Assisting the Controller as needed

Knowledge & Necessary Skills Required:

- Knowledge of ERP systems; Epicor preferred but not required
- Experienced in Excel and other Microsoft Office products
- Great communication skills, both written and verbal
- Must be ambitious and think outside the box
- Excellent critical thinking skills
- Positive attitude and a team player
- Good problem-solving and time management skills
- Highly organized and detail-oriented
- Self-starter

Education & Qualifications Required:

- Associate degree in Accounting or Finance preferred, but not required
- Prior Accounting experience required

Company Benefits:

- Company Matched 401(k)
- Health, Life, Dental and Vision Insurance on day one
- Company-paid Life & AD&D Insurance
- Flexible Spending Account
- PTO Time
- Bonus Program
- Wellness Reimbursement

