



INDUSTRIAL SALES COMPANY ACCOUNTING ASSISTANT

POSITION LOCATION:

Olathe, Kansas Corporate Facility

COMPANY OVERVIEW:

Industrial Sales Company is a 50-year established Kansas based distributor of pipe, valves, fittings, and equipment focused on servicing the needs of the Commercial, Industrial, Institutional, Municipal, Residential and Utility industries. We offer competitive compensation, an "employment incentive" and benefits package. We are an equal opportunity employer and perform background and driving record checks prior to hiring for all positions. Contact us to learn more about the position, our "employment incentive" and visit our website at www.industrialsales.us to learn about the Company.

DESCRIPTION:

We are seeking a full-time 40-hour per week, "on-site" self-motivated, dependable, and detail-oriented professional to join our office team. This position provides accounting, financial, and administrative support, and reports to the Accounting Manager.

RESPONSIBILITIES:

- Handling accounting/bookkeeping activities by following best management accounting practices
- Assisting in month/year-end general ledger reconciliation
- Fact-checking accounts payable invoices, statements for payment and maintaining of account files
- Processing accounts payable for coding to the general ledger
- Reconciling company checking account activity and account balances
- Maintaining monthly accounting profile spreadsheets
- Assisting the Accounting Manager with audits, forecasts, and other fiscal planning activities
- Processing customer invoicing, billing adjustments, refunds and maintain account files
- Posting customer checks, credit card, and ACH payments and generate deposits
- Processing new customer credit applications and maintaining of credit files
- Answering incoming calls as needed and redirecting calls to the appropriate departments
- Maintaining and ordering general office/equipment supplies as needed
- Reviewing, correcting, and modifying inaccurate files and records as required
- Performing other accounting departmental tasks and company support activities as assigned

QUALIFICATIONS:

- An associate degree in accounting or equivalent with two-years proven accounting/bookkeeping experience
- A high aptitude for numbers, spreadsheets, and financial reports
- Capability in performing basic Excel spreadsheet functions and formulas
- Proficient with Microsoft Office (Excel, Word, Outlook) as well as other accounting general software programs
- Ability to analyze financial reporting and transfer information precisely in written and verbal communication
- Capable of appropriately managing sensitive information with discretion
- Proficient with the use of a 10-key calculator, computer, and general office equipment
- Excellent interpersonal communication skills, both verbal and written
- Ability to anticipate work needs and be able to multi-task to finalize projects in a timely fashion
- Self-driven and capable of working independently in a fast-paced environment

If you have a strong work ethic, are committed to succeed, and are interested in joining a well-established company, then submit your resume, references, and compensation requirements by email at jscresume@industrialsales.us, by fax to (913) 829-3515 or by mail to:

Industrial Sales Company, Inc.
Attn: Accounting Assistant
1150 W. Marley Rd.
Olathe, KS 66061-7213

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