

Staffing Solutions Inc. opening: ACCOUNTING CLERK

Kitchen and bath supplier, located downtown, is seeking an Accounting Clerk on a contract-hire basis. The client is seeking someone with basic accounting experience who is also detail-oriented.

Due to the contract-hire nature of this position, please do not apply if you are currently employed!

Duties/Responsibilities:

- * Cash applications
- * Issue credits for returns and defective items
- * File freight claims
- * Mail invoices to customers
- * Contacting vendors to collect payments
- * Researching short payments

Requirements:

- * 2-3 years accounting clerical experience
- * Proficiency in Microsoft Excel
- * Some retail and customer service experience helpful
- * Excellent verbal communication skills, especially over-the-phone
- * Must enjoy working in a team environment

Salary/Hours:

- * Competitive salary
- * Monday-Friday, 8 am-4:30 pm
- * Contract-hire assignment
- * Healthcare package available upon hire

TO APPLY, submit your resume online at

<http://www.staffingsolutionsinc.com/resume.aspx>
<<http://www.staffingsolutionsinc.com/resume.aspx>>