



CSI LEASING
the power of experience

EOE: M/F/D/V
E-Verify Employer
Posted: October 28, 2009

Job Opening

Accounts Receivable Bookkeeper

CSI Leasing has an immediate position available for an Accounts Receivable Bookkeeper. This position is responsible for entering daily cash receipts, balancing cash receipt reports, researching payments received, preparing journal entries, analyzing customer accounts and various other cash receipts duties. Individual will work with various CSI employees, customers and/or CSI's bank to resolve discrepancies.

Qualified candidates must have at least 2 years accounting/business experience or equivalent college courses and a working knowledge of Excel. Must be detail oriented, dependable, able to work independently, able to work at a fast pace and meet daily deadlines. Work performed must be accurate. Ideal candidate must have excellent organizational skills and the ability to multitask. Prior Accounts Receivable experience, working knowledge of MS Word and experience working directly with customers is preferred.

We are an equal opportunity employer committed to work force diversity. We offer salary commensurate with experience, excellent benefits and a non-smoking environment. For prompt consideration, send your resume to:
CSI Leasing, Inc.

Attn: AR Bookkeeper/HR

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Fax: 314.997-7203

Website: www.csileasing.com/careers.html