

ADVANCED

BUSINESS EQUIPMENT

ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT

Provides financial, administrative and clerical support.

Essential Duties and Responsibilities

- Assist with Daily Deposit
- Reconciling AR accounts and identifying discrepancies
- Assist with AR Statement Prep/Review
- Collections
- Entering AP Invoices into accounting software
- Other accounting duties and other areas of focus as needed

Qualification Requirements

- High School Diploma or GED; Associates Degree or equivalent from a two year college or technical school preferred
- 1-2 years Accounting/Bookkeeping Experience
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Ability to work independently or as a team member

Advanced Business Equipment is a recognized leader in office management solutions, offering state-of-the-art technology and award-winning customer service. Our focus remains local.

Among our company goals, we aim to be a long-term employer. That means providing our team with the training and certification they need to keep up with the fast-changing technology our office machines, devices and software employ.

Please send your resume to careers@abecarolina.com

abecarolina.com

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