

Accounting Assistant - Strickland Trading, Inc.

Job description:

- Assist with any clerical duties
- Maintains database by entering new and updating customer account, contracts
- Organize, prepare and issue documents/ invoices
- Update and create spreadsheets
- AR/AP
- Customer service
- Data entry
- Research to gather information for incomplete documents and update software
- Create digital documents

Requirements:

- Proactive
- Ability to Follow a process
- Not afraid to ask questions
- Attention to detail
- Accuracy
- Organized
- Time management skills
- Software- QB, Excel
- Good Communication skills
- Teamwork
- Ability to multitask
- Operating knowledge of standard office equipment
- Proficient in typing

To Apply Contact: Hayden Walker (205) 995- 9550