

OPEN POSITION

Accounting Admin/Receptionist/Weighmaster Full-Time



SUMMARY

The Receptionist/Accounting Admin/Receptionist/Weighmaster Full-Time position reports to the Accounting/HR Manager and will perform all receptionist duties and will support accounts payable and accounts receivable functions. The key job responsibilities include office reception, assisting with the month end close, maintaining cash controls and entering receipts, and organizing special events.

Weighmaster fill-in duties consist of weighing trucks and completing bills of lading.

The position is full-time, Monday through Friday. Microsoft Excel testing is required, as well as a post-offer drug test, physical, physical fitness exam, and background check are required, paid for by the company. Starting hourly wage is \$20.00 - \$21.00, commensurate with experience.

PRIMARY RESPONSIBILITIES

General Accounting duties

- Assist with accounts payable and accounts receivable functions
- Assist with the annual audit
- Manage the filing, storage, and security of documents

Receptionist duties

- Greet all visitors and perform front desk duties
- Answer switchboard phone system

Event Planning duties

- Coordinate and execute employee luncheons and parties
- Organize other company special events
- Assist with safety awards

Weighmaster

- Weigh trucks in and out using computer scalehouse program
- Communicate with truck drivers, trucking companies, and office to coordinate purchase orders and shipments