

WE'RE HIRING AN ACCOUNTING/ BILLING CLERK



\$1,500 Signing Bonus*

About Us

Are you looking for a place where you are **RESPECTED, VALUED, and REWARDED** for hard work? Then look no more; **come join our Team!**

GFP Mobile Mix Supply is a leader in the region providing concrete utilizing a fleet of nine (9) fully-automated and innovative volumetric concrete mixer trucks. We service DE, MD, NJ, and PA.

GFP prides itself in making sure we provide a work environment for all our employees that is safe, technologically up-to-date, fun, and family-like. Apply Today!

Responsibilities

Under the direction of the Dispatch & Customer Service Specialist and Office Manager, the Accounting/Billing Clerk will be responsible for daily accounting/billing functions.

- Client invoicing and receivables (use of ACCU-POUR™ software and QuickBooks)
- Processing of pre-authorizations and final credit card payments
- Maintaining company and client logs (i.e., parts inventory; service/repairs/maintenance information; Contractor/Customer information)
- Assisting with answering phones, scheduling, and order processing
- Performing various clerical duties including filing, completing reports, data entry, etc.
- Providing assistance and backup to members of the Dispatch and Operations team

Benefits

*** \$1,500 Signing Bonus after Six Months of Employment**

- Paid Time Off (PTO)
- 401(k) with Employer Match
- Health, Dental, Vision, and Life Insurance

Qualifications

- Accounting degree preferred, but open to current students or some college accounting studies
- Proficient in QuickBooks®
- Working knowledge of Word, Excel, Outlook, and Teams (Microsoft Office)
- Excellent communication and organizational skills
- Detail and deadline oriented
- Ability to work in a fast-paced environment
- Ability to be self-directed and thrives on engaging as a team member of a growing company

This Job Description serves as an outline only. Due to business needs, you may be required to perform job duties not within your written Job Description. Furthermore, the Job Description may have to be revised, added to, or lessened/removed from your job duties based on business needs. Occasionally, job descriptions may need to be revised with or without advance notice to Employees.

Apply Now