

## Quick Employment

**Accounting Administrator** Southeast Cleveland, OH 44128 Full-time (40 hours) Monday - Friday, 8:30 am – 4:30 pm. Pay rate: \$19.75 - \$20.75/hr. This is a great company to work for with excellent benefits and opportunities for growth.

**Job Summary:** Use accounting software to create weekly invoices and payroll and deduction reports. Foundation Accounting software knowledge is a plus.

### **Responsibilities:**

- Posting payments and preparing lien waivers.
- Creating debits and credit memos
- Process payroll for hourly and salaried employees
- Process garnishments, child support orders, 401 (k) plans and other pre-taxation saving plans
- Utilize Microsoft Word and Excel to create various reports
- Assist with weekly and monthly accounts receivable collections

### **Requirements:**

- Must have three (3)+ years of invoicing and payroll experience
- Excellent customer service skills
- Good communication skills verbal and written
- Experience with Microsoft Word and Excel
- Knowledge of or willingness to learn Foundation accounting software
- Experience using Microsoft Word, Excel, and any accounting software experience
- Ability to work independently and be a team player
- Must keep all information confidential

### **Minimum Requirements:**

- Must have an associate degree in accounting or three years of payroll & invoicing experience
- Must be able to pass a background screening
- Must be able to pass drug screening
- Must practice CDC guidelines including COVID-19

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