



**Contractors
Safety
Council**
of the Coastal Bend, Inc.

To: Qualified Applicants email your Resume to DianaG@csccb.org.

Open Position: Accounting Assistant

Job Purpose:

Supports accounting operations by data input, verifying and processing financial transactions.

Duties:

- * A/P record vendor payables and disbursement of checks.
- * A/R process deposits and credit card payments.
- * A/R collection contact customers due to delinquent status.
- * A/R Billing Invoices to customers: Membership, Medical and Training verify and correct data.
- * Payroll/General ledger transactions.
- * Membership/Delinquent notifications.
- * E-File correspondence to member files.
- * Other duties assigned by Supervisor, Managers, or Director.

Skills/Qualifications:

Attention to Detail at must, Ten-key by touch, Organized, Confidentiality, Thoroughness, PC Proficiency, General Math Skills, Productivity, Dependability, Strong customer service, Verbal and Written Communication, Self-Motivated. Must be proficient in Microsoft Office: Word, Excel and PowerPoint. Accounting software. Internet/browser knowledge.

Education/Work Experience:

Associate degree in Accounting and minimum of 2 years in accounts payable, accounts receivable and payroll.

Pay/Benefits:

- * \$15.00/hour 40-hour week.
- * 100% paid Employee Only Health, Dental, Vision and Basic Life after 90 days.
- * 401k Plan after 1 year of service.
- * PTO: Holidays 7 days, 1 Personal Day, 1 Floating Holiday, Sick Pay 4 hours/month.

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