

Job Title:	Administrative Assistant		May 13, 2017
Department/Group:	Administrative Office		Controller
Location:	Faribault, MN	Travel Required:	None
Level/Salary Range:	Salary based on experience	Position Type:	Full Time

Reports to: Controller

Job Purpose: Provide administrative support and general accounting to the Management Team.

Duties:

- Accounts payable: Properly classify expenses; enter bills and process cash disbursements.
- Create weekly check runs, cut and send to vendors.
- Reconcile Vender accounts as needed.
- Fill out new vender credit applications.
- Accounts Receivable Parts & Service: Maintain customer balance listing, prepare deposits and post cash receipts.
- Send out monthly customer statements.
- Reconcile and process expense reports weekly.
- Reconcile general ledger accounts and bank statements monthly.
- Reconcile and process expense reports and credit card statements monthly.
- Lead receptionist for Faribault Administrative Office. Prepare mailings/ UPS packages. Process incoming mail.
- Maintain a clean and presentable office with all documents filed in a timely manner.
- Contribute to organization's team effort by accomplishing assigned responsibilities and special projects as needed.
- General office duties.

Skills/qualifications:

- Good Organizational skills to include the ability to effectively manage multiple projects; prioritize tasks and complete assignments within expected time frames.
- General Accounting Knowledge.
- Strong communication and interpersonal skills.
- Possess a working knowledge of Microsoft Office Suite.
- 2 year College Degree preferred or equivalent experience.

Employee must maintain all information as CONFIDENTIAL.

Benefits: Medical, Dental, Vision, Life, Short Term Disability, 401-K, Vacation

**Applicants must pass a drug screening before beginning work after receiving an offer of employment.

To Apply: Please send cover letter and resume to psoukup@chbussales.com