

Krumwiede Roofing Co.

Accounting Clerk Position

Industry Experience:

Krumwiede Home Pros/Redo Cabinets by Krumwiede has earned a strong reputation for delivering exceptional workmanship, outstanding customer service, and commitment to high-quality products and professional installation. Our continued success is a direct result of our dedicated team of professionals who share a common goal of excellence. A family-owned and operated company since 1953, Krumwiede Home Pros/Redo Cabinets by Krumwiede is a front-runner in the home remodeling market.

Job Summary:

We are seeking a skilled and experienced Accounting Clerk to join our Administration Department and support the Office Administrator. This integral role is essential to ensuring the efficient operation of our office, providing exceptional client service, and supporting our team in a fast-paced environment. The ideal candidate will possess a strong background in bookkeeping, accounting acumen and administrative support.

Primary Responsibilities:

- Accurately process and maintain accounting documents and financial records with a high level of precision.
- Enter financial transactions into QuickBooks Online on a daily basis, encompassing both accounts receivable and accounts payable.
- Collaborate cross-functionally with departments to ensure the timely and accurate receipt of documentation for effective 3-way matching.
- Investigate, track, and resolve discrepancies within financial records to ensure data integrity, upon instruction
- Assist in the preparation and execution of bi-weekly check runs.
- Oversee the timely processing of incoming accounts payable invoices.
- Review and evaluate accounts payable and receivable balances, proactively addressing any outstanding invoice issues.
- Perform essential office functions, including managing phone inquiries, responding to emails, and handling incoming and outgoing mail.
- Support the Office Administrator, Recruiters and HR Specialist with various accounting tasks and projects as needed, ensuring smooth departmental operations.

Qualifications:

- **Education:** Bachelor's degree preferred- however will take experience into consideration.
- **Experience:** Minimum of 5 years of bookkeeping experience, with proficiency in QuickBooks Online. Familiarity with Customer Relationship Management (CRM) systems is a plus.
- **Skills:** Detail-oriented, proactive, and skilled in problem-solving. Excellent verbal and written communication skills. Proficient in QuickBooks Online, Microsoft Office, and Google Suite.
- **Attributes:** Strong organizational skills, the ability to prioritize tasks effectively, and the capacity to manage multiple responsibilities. A thorough understanding of company services and procedures is essential.

Why Work at Krumwiede Home Pros?

- Competitive salary and benefits package, including health, vision, and dental insurance, along with a 401(k) plan featuring matching contributions.
- Paid time off and holidays.
- A stellar reputation in the community and a commitment to your professional growth and development.

Learn More About Us:

To learn more about our company and read customer reviews, please visit our website at www.krumwiedehomepros.com.

How to Apply:

Qualified candidates are encouraged to submit their resume and cover letter to ben@k1953.com or apply through this posting.

Equal Opportunity Employer:

Krumwiede Home Pros is an equal-opportunity employer. We value diversity and are committed to fostering an inclusive environment for all employees.