



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #2037

Job Posting Date: 4/14/2019

Employer Information:

General Die Casters Inc Contact: Mrs. Cyndi Keilin 2150 Highland Road Twinsburg, OH 44087 Phone: 330-657-2300 Ext: 305 E-mail: ckeilin@generaldie.com
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Main Business:

Manufacturing

Job Title: Accounting Clerk/Receptionist

Full/Part-time: Full-Time **Job Hours:** M-F 8 AM - 5 PM

Job Duties:

See attached job description

Compensation: _____

Special Notes / Additional Information:

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How to Contact: E-mail resume

Seeking:
High School Student, CVCC Alumni,
Adult /Job Seeker

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION



Job Title: AR/AP/Receptionist	Reports To: Controller
Approved:	Reviewed:

Job Function

Compiles and maintains accounts receivable and accounts payable records. Performs receptionist duties.

Essential Functions

- Process daily invoicing by verifying pricing and invoice content
- Send invoices to customers
- Process customer credits
- Prepare customs paperwork for international shipment
- Code accounts payable invoices for data entry
- Data enter all accounts payable invoices for payment
- Prepare invoice deduction notices as necessary
- Answer vendor inquiries
- Prepares accounts payable checks
- Print all accounts payable reports and maintains all accounts payable files
- Assist in monthly closings
- Data entry into various spreadsheets
- Petty cash expense payouts
- Back-up to unlock front office door by 8 AM and lock at 5 PM
- Answer incoming calls
- Receive incoming faxes and distribute
- Maintain postage meter readings
- Prepare outgoing mail, receive and distribute incoming mail
- Office and first aid inventory
- Other duties as assigned

Qualifications

- High school diploma; Associate degree (A.A) preferred
- Communication Proficiency
- Ethical Conduct
- Time Management