

**What is the name of your organization?** West Point Industries

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*Applicant Information*

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**What is the job title of the position you are seeking to fill?** Accounting Clerk

**Where is the job location?** 2021 State Line Road, West Point, Ga 31833

**How is the job classified?**

- Full-time
- Part-time

**What qualifications are desired?** Office experience, data entry, some accounting experience.

**What are the responsibilities/duties?** Job Summary

Performs various administrative and accounting tasks in a manufacturing environment. Assists with financial transactions, maintaining records, and providing general administrative support.

Responsibilities and Duties

1. Financial Transactions:

- Process invoices, receipts, and payments.
- Prepare and issue checks, ensuring accuracy and proper authorization.
- Reconcile financial discrepancies and resolve any issues.
- Maintain accurate and up-to-date financial records.
- Monitor accounts payable and accounts receivable.

2. Record Keeping and Documentation:

- Maintain filing systems and databases for financial and administrative records.
- Organize and maintain documentation related to financial transactions, including invoices, receipts, and purchase orders.
- Prepare and maintain spreadsheets, reports, and other financial documents.
- Update and maintain inventory records as necessary.

3. Administrative Support:

- Answer phone calls, respond to inquiries, and direct calls to appropriate personnel.
- Greet and assist visitors, clients, or customers.

- Assist with general office tasks, such as ordering supplies and organizing office spaces.

#### 4. Compliance and Reporting:

- Assist with the preparation of financial statements and reports.
- Follow established accounting procedures and internal controls.
- Ensure compliance with relevant laws, regulations, and company policies.
- Assist with audits and provide necessary documentation and support.

#### 5. Software and Systems:

- Utilize accounting software and spreadsheets to perform financial tasks.
- Proficiently use office software (e.g., word processing, spreadsheet, and presentation software).

#### 6. Collaboration and Communication:

- Collaborate with other team members and departments to facilitate efficient workflows.
- Communicate effectively with colleagues, clients, and vendors.
- Provide support and assistance to other team members as needed.

#### Requirements:

- High school diploma or equivalent; an associate's degree or certification in accounting or related field is preferred.
- Prior experience in an office or accounting environment is beneficial.
- Strong attention to detail and accuracy.
- Proficient computer skills, including knowledge of accounting software and MS Office.
- Familiarity with financial and accounting principles.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.

#### **Are you looking for a current student or alumni?**

- Current Student

- Alumni

**What is the pay rate?** \$15.00 hourly

**Through what method would you like someone to apply?**

- Website
- Email
- Other

**Please provide the link or address for the**

**application.** nwatson@westpoint.com website: [www.westpoint.com](http://www.westpoint.com)

**Additional comments** Applicants can also come to the office and complete an application.