**Job Posting**

Job title: Accounting Administrator

Job status: Truss Components is actively seeking to add one Accounting Administrator to their Administration team.

Job description: An Accounting Administrator will perform, but not limited to, the following duties:

* Manage Accounts Receivable
  + Send Notice to Owners
  + Collections
  + Credit Applications
  + Customer Payments (including ACH transactions)
  + Maintain Reseller Permit List
* Manage Accounts Payable
  + Process bills & receipts
  + Pay bills
  + Maintain PO Logs
  + Maintain Vendor account list
  + Use Tax documenting and tracking
* Financial Record Keeping
* Budgeting Support
* Inventory Data Entry
* Making Delivery Packets
* Supporting the Administration Team as needed

Programs Used: The following programs will be used on a daily basis in this position: QuickBooks, Excel, Word, Google Hangouts, Google Calendar, Outlook.

Pay & Benefits: This position is paid hourly, including overtime as needed. No remote work available. Benefits include insurance (medical, dental, vision, short-term disability, life), paid vacation & holidays, sick pay and 401K savings plan.

Application process: **Application process:** Please submit a **completed** Truss Components job application, including a resume with your **full** work history. All applicants will receive an assessment test and interview.

Applications for this position will be accepted through September 16, 2022. Any applications received after this date will be filed for future reference.

Truss Components job applications are available at the front desk in the main office or through the HR department. Please turn in your completed application with resume to a senior manager or the HR department. You can also apply through the website: [www.trusscomponents.com](http://www.trusscomponents.com) and click on “Employment” at the top of the screen.