

ITC Millwork is looking for a skilled AP/AR associate with at least two years of experience in accounts payable or receivable to include light HR processes providing accuracy and efficiency in administrative support of operations.

Responsibilities include:

- Monitor and verify incoming payments.
- Perform day-to-day financial transactions, including computing, posting, and recording data.
- Prepare weekly reports & maintain filing systems and customer data.
- Prepare bills, invoices, and bank deposits.
- Perform related duties as assigned, within your scope of practice

This position is full-time Mon. - Fri. with a comprehensive benefits package including health, dental, paid time off, and 401K.

Please submit resumes in a word formatted document to careers@itcmillwork.com

Job Type: Full-time

Pay: From \$18-22.00 per hour

Benefits: * 401(k) * Dental insurance * Health insurance * Paid time off

Physical Setting: * Office Schedule: * Monday to Friday 7 am - 3:30 pm

COVID-19 considerations: All federal, CDC, state and city covid-19 protocols and requirements are observed.

Education: * High school or equivalent (Preferred)

Experience: * Accounting: 2 years (Preferred) * Microsoft Excel: 2 years (Preferred) *QuickBooks: 2 years (Preferred) Data entry skills along with a knack for numbers. Hands-on experience in operating spreadsheets and accounting software. Will training the right individual.

Work Location: Stallings, NC