

ACCEPTING RESUMES FOR:

Accounting Clerk

Overview of Duties

- Responsible for processing vendor invoices, matching invoices to purchase orders/ vouchers, data entry, and assisting with other accounting responsibilities
- Review all invoices for appropriate documentation and approval prior to payment. Process 3-way P.O. matching invoices and prioritize invoices according to cash discount potential and payment terms.
- Ensure the handling and management of invoices from arrival to post is done in a manner with set policies and procedures.
- Maintain files and documentation thoroughly and accurately, in accordance with company policies and accepted accounting practices.
- Research, troubleshoot, and resolve vendor invoice problems, and ensure that all accounts payable procedures are adhered to.
- Regular attendance a work and the ability to work flexible hours, including overtime, weekends and holidays.
- Perform other duties as assigned.

Qualifications

- HS High school diploma or GED equivalent with specialized course work in general office practices such as typing, filing, and bookkeeping, plus one or more years' experience in an administrative/ clerical position. An equivalent combination of education and experience may be considered.
- Bi-lingual English/Spanish a plus.
- Requires intermediate level Microsoft Word, Excel, and Outlook experience.
- Ability to read and interpret documents such as general business periodicals, professional documents, or governmental regulations.
- Ability to effectively present information and respond to questions from employees, vendors and Management.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- A demonstrated ability to self-start, prioritize and multi-task in a flexible, fast paced environment.

Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

or in person at:

Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
Phone: (850) 588-3946

Eastern Shipbuilding Group Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required.



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