

Accounting Clerk/Specialist

We are looking for an independent, self-starter with an eagerness to learn to join our Accounting & Finance team at our corporate headquarters in Fairfield, CA.

This is an **entry level accounting position** and will play an integral role in being a part of our transactional accounting processes. We are a “roll-up your sleeves and get the job done” kind of company, where no job is too big or too small. We are tight knit team, always willing to help each other to be successful.

Here at Encore, we empower you to make decisions and seek out the information necessary to be successful in your role. Forty-five plus years in business and still strong, we offer stability and growth opportunities within the organization and a regional presence. If you are passionate about details and finding solution-orientated results this is the position for you!

Bottles when and where you need them anywhere in the world - we are your source for anything packaging!

What you will be doing/The Role:

This position will perform a variety of accounting support tasks including, but not limited to accounts payable, receivable, and support of credit and collections. Some responsibilities may include processing PO receivers and inventory transfers, keeping various financial records updated, preparing reports and reconciling accounts. This position will use accounting software programs (e.g., SAGE 300 and DocuWare) to process business transactions and electronic documents using a paperless process.

A successful Accounting Clerk/Specialist should be familiar with many accounting procedures and have a love for numbers. Ultimately, a successful Accounting Specialist will ensure that the company’s daily accounting functions run accurately and effectively.

Responsibilities and Duties:

- Provide accounting and clerical support to the accounting department.
- Type accurately when preparing and maintaining accounting documents and records.
- Prepare sub-ledger postings and reconcile daily statements.
- Reconcile any assigned accounts in a timely manner.
- Daily entry of various transactions in Sage 300 and DocuWare databases.
- Provide assistance and support to a variety of company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Participate in sustaining and developing internal tracking procedures.
- Receives checks and prepares deposit slips; verifies remittances against business accounts; assists with e-deposit of checks daily. Serves as liaison between departments in client rebate calculation and client account reconciliation activity.
- Assists with system Day-End/Month-End close process for all Sage 300 module postings activity into general ledger and runs reports as required. Monthly reconciles all inventory cost related general ledger accounts to detail reports.
- Reviews purchase order receivers and sales orders or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements for any required cost

corrections.

- Interacts with department supervisors and managers when processing any resolutions of account discrepancies.
- Assists with special accounting projects as needed.
- Inform management and compile reports and summaries on assigned activity areas
- Function in accordance with established standards, procedures, and applicable laws
- Update job knowledge as policies and procedures change over time
- Conduct affairs in an ethical manner consistent with company expectations of fair and respectful treatment of others.
- Perform other duties as required. The above list of primary duties is not exhaustive. It only defines some of the main responsibilities. The Accounting Specialist may be required to perform additional duties not listed.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, to Above & Beyond and fun team outings from time to time.
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS

- 2 years progressive experience in an accounting role, preferably as an Accounts Receivable Clerk or as an Accounts Payable Clerk.
- High school degree required.
- Associate degree or relevant certification is a plus.
- Familiarity with generally accepted accounting principles.
- Good communication skills
- Sound judgment in problem solving.
- Familiarity with bookkeeping and basic accounting procedures.
- Competency in MS Office, databases, and accounting software.
- Data entry and word processing skills.
- Hands-on experience with spreadsheets and financial reports.
- Accuracy and attention to detail, well organized.
- Aptitude for numbers.
- Ability to perform filing and record keeping tasks.

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.