

A/P and A/R Clerk Job Solicitation

Hiring Manager: Todd Schilling	Location/Department: Accounting
Number to be recruited: 1	Date of Request: February 1, 2012
Replacement _____ Net New <u>1</u>	Replacement for: New position
Describe recruiting need: Additional work load in the A/P and A/R departments. Individual will be shared between the two departments.	
Approved to Hire:	Requisition Number, (HR to assign following approval). 2012 - 008

Schilling Lumber Company is a progressive and forward moving company that has been in business since 1945 and has roots in the home building business dating back to at least 1899.

As a private, family owned and operated company Schilling Lumber is the largest full time private employer in Saint John, Indiana.

Schilling Lumber is the leading seller of many building and supply products:

Schilling offers advancement opportunities to all who desire to move up within the company. Hard work, dedication, looking out for the company's best interest along with never settling for just fitting in will get you ahead and consequently growing your earning potential.

Schilling is currently recruiting a bright and energetic AP/AR Clerk for their Saint John, Indiana location.

Duties and Responsibilities

- Operate computers programmed with accounting software to record, store and analyze information.
- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Classify record and summarize numerical and financial data to complete and keep financial records using journals and ledgers or computers.
- Debit, credit and total accounts on computer spreadsheets and data bases using specialized accounting software.
- Operate 10 key calculators, computers and copy machine to perform calculations and produce documents.
- Comply with federal, state and company policies, procedures and regulations.
- Compile statistical financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures and accounts payable and receivable.
- Code documents according to company procedures.
- Reconcile or note and report discrepancies found in records.

Required Skills and Knowledge

- Knowledge of administration and clerical procedures and systems such as work processing,

- managing files and records, designing forms and other office procedures and terminology.
- Strong knowledge of arithmetic, algebra, geometry, statistics and their applications.
 - Knowledge of the structure and content of the English language including the mean and spelling of words, rules of composition and grammar.
 - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and report of financial data.
 - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
 - Knowledge of computer hardware and software, including applications and programming.

Education and Skills

- High School Degree or equivalent. College degree in Business or Accounting preferred.
- Proficient in Excel, Word, Windows
- Adequate scores on all required pre-screening tests.
- Proficient skills as active listener, verbal and written communications and good critical thinking skills.
- Ability to multi-task and good organizational skills
- Professional customer service and phone skills
- Knowledge of building materials and supplies beneficial

Mission- To get our customers what they want, when & where they want it, on time and error free as efficiently as possible