

## *External Publication for Company Employment Opportunity*

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**Job Title:** Accounting Clerk

**Employment Fraction:** Full-time, salary

**Location:** Corporate Headquarters

**Start Date:** Within 2 weeks

**Department:** Accounting

**City:** Richfield

### *Carrara Companies at a Glance*

Carrara Companies is an award winning, diversified general contracting company headquartered in Richfield, Ohio. A locally owned company, its divisions and affiliates are involved in residential and commercial cleaning, construction, and restoration services. The cleaning division is a member of the Steamatic franchise, which operates in 28 countries around the world.

### *About the Opportunity*

The Assistant Customer Service Representative duties include accounts receivable, accounts payable, payroll, and general accounting.

### *Core Responsibilities*

- Accounts Receivable entry
- Accounts Payable entry
- Bill payment and invoicing
- Answering phones
- Various other accounting functions

### *Qualifications*

- High School Diploma
- Knowledge and experience in executing efficient production
- Customer Service focused
- Excellent organizational skills and detailed oriented
- Able to handle multiple tasks
- Self-motivated, able to work independently with little or no supervision
- Excellent verbal and written communication skills
- Experience with Microsoft Word, Excel, and Outlook

## *Benefits and Compensation*

At Carrara Companies, employees are the key to our success. We depend on their talents to meet the challenges of our changing business environment. We are committed to rewarding individual and team efforts through our total rewards philosophy which includes competitive pay plus incentive compensation, 401-(k), medical, prescription drug, dental, vision, and life insurance programs, as well as skills development training. Carrara Companies proudly supports Affirmative Action. Carrara Companies is an Equal Opportunity Employer. Carrara Companies is committed to workforce diversity. M/F/D/V encouraged in applying. No recruiters or agencies without a previously signed contract.

## *Safety*

Safety is a core value for Carrara Companies and is essential to all of our business activities. We ensure employees have the tools, information, and processes to perform their duties in a manner that assures safety for themselves, their co-workers, our customers, and the public. Our goals are to provide a safe work environment, to maintain an accident-free, injury-free workplace, and to promote and maintain public safety. To meet these goals, we dedicate ourselves to achieving world-class safety standards.