

Jones Sign Co., Inc.

Job Description

Position: Receptionist/Account Assistant

Reports To: Accounting Manager

Minimum Qualifications:

- High school diploma or equivalent
- Basic understanding of computer applications (MS, Outlook, Internet)
- Intermediate to advanced knowledge of MS Excel

Duties:

- Answer incoming calls and greet walk in visitors
- Enter timecards into payroll system
- Enter job costing
- Enter vendor discounts from account payables
- Accounts receivable- collection calls and report maintenance
- Download company cameras weekly
- Filing

Expectations:

- Professional demeanor
- Professionalism while dealing with vendors, employees and customers
- Effectively communicate, both written and verbal

Training provided by the Accounting Manager and the accounting team.

Work conditions consist of an office environment with continuous sitting and standing.

Work hours are from 8:00 A.M. to 5:00 P.M. Monday through Friday, with a one hour unpaid lunch break each day. The nature of the position will require the employee to work the necessary hours to successfully complete the job and overall goals of Jones Sign. Overtime may be required.