

Job Posting

Rite Track is a unique company serving the high tech semiconductor business from the Midwest. Our customer list reads like a Who's Who of Fortune 500 companies including major semiconductor, military, and aviation giants. We even played a role in putting the first rover on Mars. We are looking for a few outstanding people to help facilitate our growth and better position us for success.

Accounting Clerk - A/P Concentration

Rite Track is looking for a full time Accounts Payable Clerk who is ready to continue working in A/P but ready to take the next step in their career. If you feel like you have more to offer, this is the position for you.

RESPONSIBILITIES

- Input invoices, resolve receipt and price discrepancies with shipping and purchasing departments
- Perform check runs and work with vendors to resolve issues
- New vendor set up and maintenance of vendor master files including issuing 1099's
- Filing including matching checks and document backup
- Work with staff accountants and Controller to continually improve processes
- Review and maintain accuracy of 'received not invoiced' report
- Collect and pursue credit card bill receipts. Reconcile bills, code and input
- Willing to cross-train in other tasks as needed
- Perform other duties as assigned

REQUIREMENTS:

- Experience with accounting related tasks
- Good communication and organizational skills
- Concern for accuracy, details, and deadlines
- Computer experience with ERP system and Microsoft office

PREFERRED:

- Dedication-Devoted to a task or purpose with loyalty and integrity
- Inspired to perform well with the desire to grow by taking on more responsibility
- Desire to be part of an ever improving accounting team

EDUCATION

- Some college preferred. Accounting experience will be taken into account

Applicants must have the ability to work without close supervision, give attention to detail, and manage time constraints. One must have the ability to work cooperatively and professionally with company personnel in a total quality management team. Good judgment and the ability to seek advice and assistance when needed are required.

Please send cover letter, salary requirements, and resume to: apply@ritetrack.com

12/2017