

Job Title: Accounting Clerk
Full Time: 8:00 a.m. - 5:00 p.m.
Salary: Hourly (DOE)

As an Accounting Assistant, you will be responsible for standard bookkeeping utilizing Microsoft Excel to prepare reports, budget analysis and projections, cash flow analysis, as well as bill paying and payroll services. You will be working closely with Accounts Payable as well as working hand-in-hand with our Sales, Technical Support, and Marketing teams to resolve accounting and payment questions for our clients. You will also have the opportunity to manage internal initiatives and projects to help take our business to the next level. Our team values dependability, commitment, and teamwork.

Responsibilities:

- Responsible for accurate and timely processing of checks and applying payments
- Prepare daily and monthly reports as required by Management
- Handle inquiries from internal and external customers providing quality customer service

Minimum Requirements:

- Strong organization skills a must
- Extensive personal computer (PC) and Internet skills with emphasize on proficiency in Microsoft Excel
- Enthusiastic attitude and strong work ethic
- Must have ability to multi task including solid experience using search engines, cutting & pasting, moving through multiple windows and keyboard skills
- Ability to work in fast pace environment that requires meeting multiple deadlines
- Ability to work independently and quickly absorb complex problems and effectively resolve
- Excellent attendance with Solid work history
- Able to pass a criminal background check and reference checks
- Accounting degree or similar or two years work experience with Excellent written & verbal communication skills
- Personal transportation and valid driver's license

Preferred:

Two years work experience preferred

Today's Service Standard:

Established in 2003, Today's Business Solutions formed a unique partnership with OfficeMax. Today's is a minority owned independent office supplier headquartered in Houston, Texas. Our sales and service excellence is built around a professional staff of efficient and knowledgeable individuals who are ready to assist our customers with all their office needs. We offer a comprehensive benefits package including medical insurance, vacation days, personal time, scholarship programs and more... We hope to add you to our team!

Email resume to info@tbstx.com or fax to 713-861-8638

**Today's is an equal opportunity employer and promotes a drug free environment.
Applicants must be eligible to work in the United States.**

