



1911 MINERAL COURT
BAKERSFIELD, CA 93308
OFFICE 661.399.2993
FAX 661.399.0218
WWW.SSECINC.COM

ACCOUNTING SPECIALIST

Sierra School Equipment Company (SSEC) is looking for a successful candidate to fill the role as Accounting Specialist as outlined below. SSEC is a furniture dealership with a customer base which includes Education (K-12 and Higher Ed), Healthcare, Businesses, Banks, and Municipalities throughout California and Nevada.

SUMMARY: This role will focus on the accounting functions for SSEC including but not limited to account receivables, account payables, as well as other duties as requested to assure accurate and timely completion of work flow.

COMPENSATION: Hourly, competitive based on experience

DESCRIPTION:

Accounting Support

- Prepares invoices in Core by verifying Order details
- Compiles all Expense Reports from sales team, verifies receipts and project information
- Compare manufacturer invoices to Core entry and ready for approval
- Input costed line items in Core
- Research files or other records such as purchase orders, sales tickets, and charge slips, to compile needed data
- Handle routine copying, scanning, miscellaneous tasks
- Enter payable information into Core and compare with Purchase Orders
- Prepares invoices for customers and tracking aging payables
- Secure and upload signed Work Orders to include with invoices to customers
- Check figures, postings, and documents for correct information
- Debit, credit, and total accounts
- Generate periodic statements as requested
- Build and maintain files and reports on accounting activity
- Provide accurate balancing of all corporate financial activity
- Prepare and submit reports regularly as requested by management
- Review and code invoices for the company
- Enter payments into Core
- Balance the company's credit card statements
- Record and verify reports on daily work of employees
- Complete all related duties by organizing and accomplishing set missions



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- Participate in educational opportunities and update acquired job knowledge
- File documents to maintain historical records
- Follow all procedures relating to internal accounting in order to maintain the company's financial security
- Call customers to discuss payment of receivables
- Carry out duties assigned by supervisors

Other

- Participate in team meetings as requested
- Comply with company policies and procedures

QUALIFICATIONS:

- Educational qualification: B.S. In Finance or Accounting or five years or more of pertinent experience in an accounting department
- Good knowledge of accounting procedures, policies, regulations and rules
- Ability to manage time
- Possess top notch thoroughness
- Research skills
- Ability to meet deadlines
- Must be proficiency with Microsoft Office especially Excel
- Quick learner of new software
- Organization skills
- Work with a team
- Possess solid mathematics skills
- Ability to report accurately
- Ability to analyze information
- Possess attention to details

LOCATION:

- Bakersfield, California

Interested persons can send a resume to jobs@ssecinc.com.