

ULTRAX AEROSPACE, INC
Job Description

Accounting Clerk

ULTRAX Aerospace, Inc. is an industry-leading creator of mission-critical support solutions for complex electrical systems in military aviation. We have positioned ourselves for extensive growth, allowing us to offer remarkable opportunities to the right candidates.

At ULTRAX, we strive to build strong relationships with our customers and with one another by creating an atmosphere of collaboration, innovation and dedication. We are a high-tech design, service and manufacturing company that has a passion for excellence and is committed to providing cutting-edge technology to our customers across the globe.

POSITION SUMMARY

We are currently seeking a part-time accounting clerk to perform a variety of general accounting tasks within the accounting department.

Essential Duties and Responsibilities

- Accounts Receivable and Accounts Payable
- Data entry of vendor invoices into Epicor
- Expense reimbursement reconciliation and entry
- Process vendor check runs
- Process deposits
- Perform physical and electronic filing duties according to established procedures
- Maintain sub-ledgers to the general ledger including accounts receivable, accounts payable, and fixed assets
- Recording credit card transactions
- Administrative duties including processing mail, running errands, answering phones, etc.
- Other general duties as assigned

Qualifications/Experience

- Pays attention to details and desires to exceed expectations
- Organized, punctual, pleasant demeanor
- A desire for continuous improvement
- High school diploma
- 2 years or more of related experience
- Associate's degree preferred
- Strong knowledge and use of Microsoft Excel
- Experience with Epicor a plus
- Computer navigation skills
- Good verbal and written communication skills
- All applicants must be able to complete pre-employment onboarding requirements (if selected) which may include any/all of the following: criminal/civil background check, drug screen, and motor vehicle records search, in compliance with any applicable laws and regulations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand or sit for extended periods
- Use hands and fingers operate a computer.
- Read or hear and comprehend oral and written instructions
- Frequently required to reach with hands and arms
- The employee must regularly lift and /or move up to 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Well-lit, climate controlled office facility
- Company provided office equipment
- A culture of continuous improvement and employee empowerment.

ULTRAX Aerospace, Inc. is an equal opportunity employer. We offer an extensive benefit package which includes a competitive salary, paid vacation and holidays, health and dental insurance and 401k with company match.

HOURS: M-F/ Flexible based on core hours of operation; OT necessary and varies based on customer demand.