

## ***POSITION AVAILABLE: ACCOUNTING CLERK***

Five Star is hiring an Accounting Clerk to join our Finance Team! Five Star Fabricating is a privately held, fast growing expert in manufacturing high-performance composite, polycarbonate and plastic components for a variety of applications in the automotive industry. We are seeking an Accounting Clerk who is dependable, diligent and detail oriented!

### ***ACCOUNTING CLERK QUALIFICATIONS:***

- a fundamental understanding of accounting basics
- hands-on experience in accounting (billing, finance, or other related fields)
- excellent analytical skills
- the ability to create detailed reports
- the ability to accurately process numerical data
- a problem-solving attitude
- strong attention to detail and accuracy
- Advanced PC skills – Excel is essential
- the ability to multi-task and balance priorities
- Strong work ethic

### ***ACCOUNTING CLERK RESPONSIBILITIES:***

- Manage Accounts Payable function
- Bank reconciliations
- Credit card statement reconciliations
- Refresh and distribute weekly operations performance analysis reports
- Weekly distribution of AR / AP / Quick Ratio analysis and reporting
- Weekly distribution of Balance Report
- Post weekly payroll journal entry
- Monthly & Quarterly Financials reporting
- Reconcile fixed asset schedules
- Create and ensure current the financial statements

***Five Star features a clean & state-of-the-art facility. You offer us your determination and work-ethic; we offer you very competitive pay and top-notch benefits including:***

- Complete insurance coverage - medical, dental, vision, life.
- 401(k) with generous company match.
- Paid holidays and vacation.
- Tuition reimbursement.

### ***APPLY ON LINE OR APPLY IN PERSON AT:***

***36728 89th Street  
Twin Lakes, WI 53181***

***Job Type: Full-time***

