



Accounting Clerk

Denver, CO

SlingShot Assembly is an exciting and fast-growing technology company in search of a highly motivated, detail-oriented professional to join our team as an Accounting Clerk in our Denver, Colorado facility. If you enjoy being part of an efficient, team-oriented environment with an opportunity for career advancement, then this position could be for you.

Your responsibilities in this role:

- Submit financial figures to journals and ledgers
- Companywide accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Lead Accounts Receivable: work directly with customers, process daily invoices/credit, apply cash receipt, and help with collection of past due balance
- Rectify discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Lead Accounts Payable: work directly with suppliers, A/P invoice matching & filing, vendor invoices and disbursement filing
- Produce statements and reports that require utilization of a wide range of sources
- Code documents that require knowledge in determining proper classification of expenditure codes and accounting codes
- Support Human Resources activities with employees on site
- Answer telephones and greet visitors
- Help support other processes on site, including helping record keeping for ISO and other certifications

Requirements

- Outstanding data entry skills
- Strong understanding of Microsoft Excel
- Foundational knowledge in cash posting
- Deep understanding of Accounts Receivable (AR)
- Accounts Payable (AP) experience highly desired
- Experience with QuickBooks highly desired
- AA or BS/BA in Accounting or related field preferred
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request

If this sounds like a job opportunity you would be interested in, and you would like to be considered for this role, then please apply directly to this posting. To learn more about our company, visit our website (www.slingshotassembly.com).

SlingShot Assembly is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, protected veteran status, disability or any other legally protected status. Candidate must meet ITAR requirements.

Job Type: Full-time

Pay: \$16.00 - \$22.00 per hour

Benefits:

- 401(k)

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Application Question(s):

- What are your wage expectations for this role?

Experience:

- Microsoft Excel: 2 years (Preferred)
- Accounting: 2 years (Preferred)

Work Location:

- One location

This Job Is:

- A job for which military experienced candidates are encouraged to apply

Company's website:

- www.slingshotassembly.com

Work Remotely:

- No