

National Carbon Technologies, LLC
Accounting Clerk
Job Description

REPORTS TO

Corporate Controller

JOB SUMMARY:

The Accounting Clerk will be primarily responsible for processing and monitoring the outflow of capital for the company.

RESPONSIBILITIES OF THIS ROLE

- Receives, verifies and processes vendor invoices.
- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Tracks and maintains plant production reports.
- Tracks and reconciles reports related to accounts receivable transactions.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Other related duties as assigned.

REQUIREMENTS

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn other accounting software systems.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Accounting or Business degree required.
- Minimum of 2 years' experience.

LOCATION

Marquette/Gwinn, Michigan with eligibility for remote work.

We would ask that resumes be sent to: Keith Kydd, HR Director at kkydd@aymium.com.

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