

Bookkeeping Assistant

McGee Cadd Reprographics & Printing Equipment is seeking a highly motivated and creative **Bookkeeping Assistant** to join our team.

About Us:

McGee Cadd Reprographics, a leading supplier of Wide Format and Small Format Printing/Plotting Equipment, Supplies and Reprographic work with locations in North Carolina and South Carolina serves diverse industries including Design/Construction, Manufacturing, Medical, Federal, State and local Governments. McGee Cadd Reprographics is dedicated to offering unsurpassed Quality and Service second to none.

Responsibilities:

- Invoice and track existing service contracts income and expenses
- Set up new service contracts on equipment sales and renew existing service and rental contracts
- Follow up Accounts Receivables collections,
- Make deposits and reconcile accounts
- Submit equipment rebate claims as required
- Assist in the collection of all packing slips, invoices & reconcile with purchase orders
- Follow up customer request for invoices and other bookkeeping documentation
- File all bookkeeping paperwork

- Maintain internal controls for best bookkeeping practices.
- Assist with other bookkeeping & office task as needed.

Requirements:

- Two years of bookkeeping experience
- Proven track record of successful bookkeeping service
- Excellent communication and team management skills
- Live within 30 miles of Wilmington NC & have good transportation

What We Offer:

- Competitive Salary and Benefits Package
- Opportunities for professional growth and development
- Collaborative and dynamic work environment
- Full Time M-F 8:00-5:00 or Part time with Flexible Hrs.
- Full Time includes paid Holidays, two weeks paid vacation, one week sick leave & school involvement leave

How to Apply:

If You are a creative and driven professional seeking a new challenge, submit an application via “SUBMIT” button or mcgee01@mcgee-cadd.com or in person to any McGee Cadd location.