

ACCOUNTS RECEIVABLE

Berk Enterprises, INC.

Warehouse/Distribution Company in Warren, Ohio is seeking a qualified Accounts Receivable Specialist. This person should possess a two-year accounting degree and thorough understanding of the general ledger. Daily duties may include posting checks processing and researching and following up on short pays, and other A/R functions, assisting the Accounting Manager or CFO, A/P cross training, and other general office duties. Must be highly skilled in Excel, detail oriented and easily adapt to new computer systems. Reconciliation skills are a must!

If interested, please forward resume and salary requirements to jobs@berkpaper.com. No phone calls or walk-ins please.

Our company offers a competitive compensation package including medical, dental, vision, company matched 401-k, flex-spending account, and paid time off!