



## Administrative / Accounting Assistant

### Administrative / Accounting Assistant Job Description

The **Administrative and Accounting Assistant** will provide support with a number of tasks to help ensure that the company's operations run smoothly. He or she will work directly with customers, staff, and management to facilitate business operations in all areas of the company, with a specific focus on order processing using QuickBooks Software. You will also assist the **Controller** in applying accounts receivable payments and tracking receivables daily. In addition to assistance and supports, the successful applicant will also be charged with several responsibilities that will be their own, and be allowed to develop and assume new responsibilities with growth.

### Duties and Responsibilities

- Order and service processing
- Assisting staff with administrative duties as requested.
- Accounting data entry using QuickBooks Software.
- Document preparation / typing.
- Manage daily collections to customer accounts.
- Apply cash daily to appropriate accounts and review aging reports.
- Contributions to the team effort by accomplishing related results as needed.

### Required Qualifications

- Professional attitude and strong work ethic.
- Strong sense of responsibility, organization, and work management.
- Proficient writing skills.
- Proficiency with Microsoft Office applications.
- Good communication and problem solving skills.
- Friendly and helpful attitude.

### Preferred Qualifications

- Previous accounting experience.
- Experience and knowledge of QuickBooks Software.
- Strong customer service skills.
- Experience in shipping and distribution.



## **DREW TECHNOLOGIES**

AN OPUS COMPANY

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### **We Offer**

- Competitive Pay
- 401k Plan with employer match
- Company profit sharing
- Insurance plans for Medical
- Paid Holiday leave, vacation, and personal time

### **About Drew Technologies**

**Drew Technologies** is a business unit of **Opus Vehicle Services**, which is a division of **Opus Group** – a publicly-held Swedish corporation with operations worldwide.

For over 20 years, we have set ourselves apart from any other J2534 diagnostic and reprogramming devices available on the market. **Drew Technologies** recently introduced the award-winning **RAP (Remote Assisted Programming)** service. RAP is designed to assist automotive repair and collision technicians with programming vehicles. In a nutshell, **Drew Technologies'** core competency is "talking to vehicles".