

**Position**            **Accounting Clerk**

**Location**            U.S. Steel Building, Downtown Pittsburgh, PA

### **Description**

The **FSN** Group of Companies is looking for detail-oriented individuals with great computer skills to fill the position of **Accounting Clerk**. Must be a fast learner with a strong work ethic and possess the ability to work effectively in a very fast paced environment.

**Accounting Clerk** is responsible for performing a variety of Accounting and billing tasks. Daily activities include credit card, check and other type of payment processing and printing and mailing customer invoices.

System training will be provided. However applicant must be very adept at general computer use.

Applicant will need to demonstrate he/she is proficient in common software packages including Word, Excel and email applications. Attention to detail is a must.

### **General Duties:**

- Post online payments, credit card, cash, check and other payment types to customer accounts.
- Print and mail customer invoices.
- Mail customer letters.
- Take daily deposits to the bank.
- Retrieve mail from the Post Office.
- Perform other tasks as needed and time permits.
- Ability to work within daily timeframes.
- Perform all other assigned duties.
- Punctual, regular, and consistent attendance is a requirement.

### **Earnings**

- Full Time Starting Salary 10.00/hr
- Part Time Starting Salary 9.00/hr
- Discounted Phone & High Speed Internet service for your home
- Friendly work environment

After waiting period:

- Health Insurance
- Paid Vacations
- Retirement Plan

### **How To Apply**

If you're looking for a great place to work, please email a letter expressing interest along with your updated resume to **Accounting Supervisor** at this email address: [acctgjob@fullservicenetwork.com](mailto:acctgjob@fullservicenetwork.com).