JOB POSTING

Product Bahn is a fast growing company in the food and nutritional business that develops innovative products, builds new brands, and creates sales channels through ecommerce and wholesale programs. We offer a fast-paced collaborative environment where each employee directly contributes to the company’s success. We are looking for someone that is motivated, capable, and driven for the following Accounting Clerk position.

Accounting Clerk Job Responsibilities:

Support accounting operations by managing accounts payable, reconciling statements, and running software programs.

Accounting Clerk Job Duties:

- Reconcile bank statements by comparing statements with general ledger.
- Maintains accounting databases by entering data into the computer; processing backups.
- Manage accounts payable.
- Maintain accounting records by scanning and filing documents electronically.
- Keep all company information confidential.

Accounting Clerk Skills and Qualifications:

- Detail Oriented and Dependable
- PC Proficiency, Typing, Data Entry
- Familiar with Accounting Principles
- Proficient with Microsoft Word and Excel
- High School Diploma or GED required; some college experience helpful

Compensation and Job Location:

- $14 - $15hr – Part or Full Time
- 510 South 200 West Salt Lake City, UT

How to Apply

Submit Resume to: hrdirector@productbahn.com