

ACCOUNTING CLERK NEEDED – NEW HOLLAND ROCHESTER – ROCHESTER, INDIANA

Who We Are: New Holland Rochester, Inc., is a full-service agricultural farm equipment dealership part of a complex of 6 locations in northern Indiana.

What We Offer: A great work environment, competitive wages, benefits and a matching 401k. Hourly pay dependent on experience. Steady full-time hours year-round.

Position Overview: We are looking for an **Accounting Clerk** for our location in **Rochester, Indiana**. The position requires 40 hours a week and a 4-hour Saturday rotation during season hours. You must be able to prioritize workload and perform in a fast-paced office. The position pay is based on experience.

Job Duties:

-Cash Balancing

° Balancing Dailey Cash Drawer, Preparing Deposit, Posting

-Accounts Payable

° Enter vendor invoices, filing and balancing

-Accounts Receivable

° Post Daily Credit Transactions and customer payments

° Assist with management of customer accounts

° Assist in completion of monthly statements

° Closing of Daily Work Orders

-Payroll

° Perform Payroll Bi-Weekly

-Phone

° Must be able to handle the phone in a busy office

-Overall accounting help with G/L account reconciliation and month end closing

Experience Required: Need to have good computer skills (i.e. fluent with typing and data entry, familiarity with Microsoft Office programs such as Excel). Related accounting/math experience helpful. Also need good communication skills, timely and organized. Must be a team player in a busy environment.

How to Apply: Visit us at newhollandrochester.com/employment and fill out an application today!