

Cold-Formed Steel Truss manufacturer located in Cairo, GA is accepting applications for an Accounting Clerk.

Candidate must have a High School diploma and 2 years verifiable Accounting experience to include Quickbooks with knowledge in Accounts Payable and Accounts Receivable. A 2 yr degree is preferred.

Candidate will be responsible for maintaining weekly Cash Flow Reports, Accounts Payable, and Accounts Receivable to include collections.

Candidate will coordinate and communicate with Administration and the Project Management Team to ensure timely procurement of materials.

Candidate with experience in the Construction Field is preferred.

Candidate must be a multi-tasker and a quick learner with a willing, eager, attitude. Candidate must possess the qualities to work in a fast paced, deadline oriented environment.