



## Job Description

A long established Moving and Storage company in Richmond, requires an Office Manager / Accountant to join our office team. This is an exciting role for a self-motivated person to be part of the growth and development of the company. If you are looking for the next step in your career or are looking to be part of a dynamic company, we look forward to hearing from you!

### **Key Responsibilities:**

- Data Entry, accounts payable, accounts receivable, bank and credit card reconciliations
- Journal entries preparation, inventory reconciliation and inter-company reconciliation
- Processing Bi-weekly payroll for the office staff and Owner Operators payroll
- Assisting with collection of accounts receivable
- Assisting in month-end and year-end closing
- Update and maintain Truck Maintenance Scheduling
- Additional duties as assigned by the Owner

### **Required Skills and Qualifications**

- Minimum of 2 years of accounting experience
- Excellent communication skills, both written and verbal
- Knowledge of Truck Mate (would be ideal)
- Excellent knowledge of Microsoft Word, Excel, Outlook and Accounting Software
- Strong organizational skill and time management skills
- Exceptional attention to detail
- Must be a adaptable team player
- Ability to work with others as well as independently

Interested parties should send their resume and cover letter to [cserv@salmontransfer.com](mailto:cserv@salmontransfer.com)

Salary: \$41,000.00 to \$44,000.00 /year

Experience:

- Accounting: 1 year (Preferred)
- Payroll: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)
- Management: 1 year (Preferred)