

JOB POSTING

Posting Date: Ongoing
Job Title: Accounting Clerk
Department: Finance

Minimum Eligible Requirements:

- Solid Understanding of Accounting Principles
- Two years college degree in Accounting or related field and 1 to 2 years' work experience
- Excellent Communication Skills
- Proficient on 10-key pad and Data Entry
- Solid experience with MS Office Suite particularly with Outlook, Excel and Word Applications
- Detail Oriented with Excellent Time-Management Skills
- Possess Ability to Multi-task

Essential Job Functions:

- Payment Applications
- Invoice Auditing and Reconciliations
- Collections and Billings
- Customer Service
- Various Accounting duties to support the Accounting Department

Interested candidates please send resume to:

cheryl@pintsizehawaii.com

or mail to: Pint Size Hawaii
99-1287 Waiua Place
Aiea, Hawaii 96701