



RECEPTIONIST/ACCOUNTING ASSISTANT

Seeking a friendly, outgoing individual who enjoys speaking with new people, to be the voice of PWI, Inc! PWI still believes that the personal touch matters to our customers and we have chosen to continue to have a live person answer our phones, as has been done for the past 75 years! While not busy answering the phones, this position would work closely with our Accounting Department to assist with billing and invoicing tasks. The successful candidate would possess the following skills:

- Pleasant, friendly personality
- Enjoys talking on the phone for extended periods of time
- Able to utilize a computer and is familiar with Microsoft Office products and the Internet
- Strong attention to detail (Every penny counts and must be accounted for. Close is not good enough)
- Ability to work as part of a team. Our processes strongly require the work of others to be done correctly before passing on to the next team member for their processes to be done efficiently and accurately.
- Ability to utilize Excel and spreadsheets that are already designed. While the ability to understand formulas and how numbers are derived is extremely useful, it is not required for this position.
- Ability to utilize Word and construct and edit document
- Ability to utilize Outlook and send team emails for progress updates and scheduling.
- Exceptional organizational skills. This position requires the ability to organize 1000's of pages into 100's of jobs accurately and without error
- Accounting software experience a plus but not required. We will train. (We use Microsoft Great Plains)
- Filing skills (ability to organize and alphabetize to the third letter). 100's of work orders need to be accessed quickly. Inability to file correctly slows every process down.
- Basic mathematical/accounting skills
- Verify and check statements to ensure all vendor invoices have been received.
- Filing of completed invoices, work orders, etc
- Check payables batches with Microsoft Great Plains for accuracy
- File and pull payables invoices between files based on payment due dates and file after checks are printed
- Update/maintain binder/send requests for insurance certificates and W-9 forms.

If interested, please email resume to info@pwiinc.com