



We are hiring!

Sunbelt Marketing located in Austell, GA is always looking to expand our team with talented professionals who are ready to take their careers to the next level. As one of the largest and most successful privately held manufacturers' representatives, we distribute plumbing, piping and HVAC/R products to traditional wholesalers within our industry.

Currently, Sunbelt is seeking an **Accounting Clerk** to perform clerical duties and ensure accuracy of financial records. Successful candidates will be responsible for AP functions to include matching, entering and filing of invoices as well as AR functions of posting cash to customer accounts, processing customer debits/credits as well as communicating with customers involving past due invoices and deductions.

In addition to a love of numbers and familiarity with basic accounting principles, strong candidates will also possess the following:

Skills & Requirements:

- Associate Degree in Accounting with 1 year of experience; or 2+ years overall Accounting experience
- Preferred Requirement: Experience as an AR or AP clerk
- Demonstrated experience performing data entry tasks with exceptional attention to detail
- Strong knowledge of MS Office
- Excellent verbal and written communication skills
- Ability to work independently within a team environment

Outstanding Benefits, including:

- Health, Dental, Vision, Life & Disability
- PTO Leave
- ESOP / 401K Options

Pay will be determined by level of experience

Sunbelt Marketing is an Equal Opportunity Employer --- EOE M/F/D/V