



## Informational Job Posting #19-076

March 12, 2019

**TO:** Reyco Granning Employees  
**FR:** Human Resources  
**RE:** Informational Job Posting

Reyco Granning, LLC is currently seeking an **Accounting Clerk** for its Mt. Vernon production facility. This position is non-exempt, part time, 20–24 hours per week and will report to the Senior Accountant. This position is to provide relevant support to the Accounts Receivable and Accounts Payable functions with the Finance Department as required.

Essential duties and responsibilities include scanning all Accounts Receivable and Accounts Payable packets daily; accurately filing all scanned documents; matching packing slips and purchase orders with AP invoices daily; copying checks in AP as needed; accurately maintaining the AP files keeping AP packets as completed; making copies of Fixed asset documents and filing them; pulling and filing records as needed by Finance Staff and auditors; assisting VP of Finance and Senior Accountant with additional duties as assigned.

Requirements include typing and ten-key by touch; proficiency in Microsoft Office Suite; above average verbal and written communication skills. Must have worked in an accounting environment for a minimum of 1–2 years and be proficient with accounting software.

High School Diploma or GED required.

Physical demands include the ability to sit for long periods of time and the ability to occasionally lift up to 20 lbs.

Interested candidates are asked to visit our Careers page @ [www.reycogranning.com](http://www.reycogranning.com) and follow the instructions associated with the Accounting Clerk position. This position will remain posted until filled.

***Reyco Granning LLC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status or disability status. Reyco Granning LLC is committed to recruiting, hiring and promoting veterans and people with disabilities. If you need accommodation or assistance in using our website, please call (417) 466-2178 and request to speak to a human resource representative.***