

## **Accounting Clerk/Business Assistant**

American Bottoms Regional Wastewater Treatment Facility, located in Sauget Illinois, is seeking an Accounting Clerk/Business Assistant. American Bottoms is a regional wastewater treatment facility providing services to Sauget, East St. Louis, Cahokia, and the surrounding communities. In 2014 the facility was awarded "Plant of The Year" by the Illinois Association of Water Pollution Control Operators. In addition, American Bottoms has been recognized as one of the best companies to work for in Illinois; five years in a row. These awards are a testament to the dedication, skill and pride of American Bottoms employees.

### **Job Description**

Performs duties required to process purchase orders and invoices in Financial Edge Accounting system. Contact vendors. Scan documents into Docuware document management system. Prepare all department mailings. Operate burster, inserter and mailing machine. Track postage for company and ensure post office accounts are funded. Make deliveries to post office and court house. Organize files, mail and office supplies. Attention to detail and a high degree of accuracy are a must. The position is part time, three days a week 8am - 4:30pm. Applicants must live within the American Bottoms service area.

### **Minimum Qualifications:**

- Graduated from high school
- Proficient in basic computer skills
- Filing
- Typing
- Data Entry
- Valid driver's license
- Live in American Bottoms service area

### **Desired Knowledge and Skills:**

- Microsoft Office (Word, Excel and Outlook)
- Experience with Accounts Payable
- Scanning
- Letter writing
- Postage machine
- Buster and folder machines
- Financial Edge
- Docuware