KOSTER
Waterproofing Systems

Job description: Entry Level Accounting Clerk

KOSTER American is a subsidiary of KOSTER BAUCHEMIE and is thereby part of an international network of 24 companies which are active in 47 countries. Established in 1992, KOSTER American has developed a strong background in moisture mitigation in the US market. KOSTER American's product portfolio also covers among others the fields of basement & containment waterproofing, floor coatings, crack injection, concrete protection and restoration, waterproofing against rising damp and facade waterproofing. In the industry, we are known as high tech and high quality. Further information about KOSTER you can find on our website www.kosterusa.com

In order to increase the capacity of our Accounting Department, KOSTER American is seeking to employ an Entry Level Accounting Clerk. This position is based in Virginia Beach, Virginia.

Your Position:

- *Performs all Accounts Payable responsibilities by verifying, coding and inputting vendor invoice transactions and employee expense reports in accordance with prescribed procedures, ensuring expenses are posted to the proper accounts*
- *Processes payments of accounts payable on a timely basis, ensuring that discounts are taken when applicable.*
- *Verifies vendor accounts by reconciling monthly statements, ensuring that all bills have been received and processed that appear on statement.*
- *Reviews all purchases to ensure that sales tax has been paid, and if not determine if use tax is to be accrued.*
- *Processes sales tax returns for several states.*
- *Analyzes and reconciles various general ledger accounts upon the Controller's request.*
- *Will be assisting in answering incoming phone calls, and processing incoming mail.*

Qualification:

- *Bachelor's degree in Business Administration, Major in Accounting, or similar, is required.*
- *1 – 2 years' experience performing accounting duties, preferably with an accounting firm.*
- *Knowledge of financial and managerial accounting practices and principles.*
- *Efficient in computer skills, particularly Excel and Word.*
- *Experienced with computerized accounting systems.*
- *Ability to handle multiple tasks, work well under pressure, and meet deadlines.*
- *Close attention to detail is a necessity.*
- *Ability to analyze and problem solve.*

Interested Candidates:

Please send your resume by email or postal mail to the following address:

KOSTER American Corporation
Mr. Basil Mewes
2585 Aviator Drive
Virginia Beach, VA 23453

jobs@kosterusa.com