

Industry-leading, woman-owned diploma frame manufacturing company is looking for a self-reliant, analytical thinker who doesn't stop working until the job is complete. This position requires a person with an initiative to work independently in a detail-oriented environment. We are looking for quality team players who can follow systems, execute checklists, and get to work quickly. If you have a desire for producing work that is precise, on time, and exceptional quality, you may be a good fit.

Key Responsibilities:

- Maintain Licensing Database (using Sage500, Enterprise Manager Licensing systems and Excel)
- Assist Accounting Department with month end close tasks
- Assist with collections, credit and reference checks for customers
- Assist with internal communication of licensing changes and updating of spreadsheets
- Assist Licensing Coordinator and Business Reporting Coordinator with tasks as needed

Qualifications:

- Experience in accounting, finance, or other related fields
- Strong organization skills and ability to prioritize tasks
- Solid Excel, Word and Outlook skills
- Strong ability to use multiple computer programs – possibly at same time
- Strong verbal and written communication skills
- Strong analysis and critical thinking skills
- Numbers and detail oriented
- Prior licensing experience not required

How to apply: Submit cover letter & resume to humanresources@diplomaframe.com

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