

KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

ACCOUNTING CLERK

IDEAL START DATE: OPEN

JOB DESCRIPTION

Kirk's Family of Natural Brands ideal candidate will be responsible for a broad range of accounting responsibilities; instrumental to the daily functions of our business. We are seeking a candidate that is professional, detail-oriented, and comfortable working independently. Green/Natural products enthusiast is a plus!

RESPONSIBILITIES/JOB DUTIES

- AR Cash Application
- AR Collections
- Audit freight & shipping bills; data entry for QuickBooks
- Customer charge-back reports and credit memos
- Monthly Sales Commission
- Ad Hoc Projects - weekly or monthly basis

QUALIFICATIONS

- Prior experience in general accounting
- Proficiency in QuickBooks
- Familiarity with Microsoft Excel, Word and Outlook
- Solid verbal and email communication skills
- Meet background verification requirements
- Highly detail-oriented

DETAILS

Hours: 8:30-2:30pm M-TH/

Directly Reports to: Accounting Manager

Job Type: Part-time (20-24 hours/week)

Salary: \$17 - \$20/hour

Work Location: Erlanger, KY

Work Remotely: No

Qualified candidates please send your resume to

Email: patti@kirksnatural.com

Subject Line: Accounting Clerk Application

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!

CELEBRATING OVER 180 YEARS.

KIRK'S SOAP | SOF BODY CARE | THE GRANDPA SOAP COMPANY