

McWANE DUCTILE OHIO
EXTERNAL NOTICE OF SALARIED JOB OPENING

Job Title: Accounting Clerk

Date: 04/18/2024

Position Reports to: Payroll Accountant

Shift: 1st

Department: Accounting and Finance

Status: Non-Exempt

Employment: Full-Time (Minimum 40 hours per week)

McWane, Inc. is an equal opportunity employer. Employment is made available to all persons without regard to race, color, religion, sex, national origin, age, and marital status, disability that does not prohibit performance of essential job functions with reasonable accommodation, Vietnam Era or veteran status. This policy applies to hiring, placement, recruitment, rates of pay or other forms of compensation, benefits, promotions, transfers, layoffs, recalls, Company-sponsored training, terminations and other employment-related activities.

Summary: The role involves welcoming and assisting visitors, clients, staff, and applicants who either call the company or visit the main office. It includes answering incoming phone calls and directing them to the right personnel or taking messages. Daily tasks encompass reviewing billing and payment runs, sorting mail, and electronically depositing checks. The role also involves performing data entry and general clerical support tasks for the department.

Essential Duties and Responsibilities include those listed below. Other duties may be assigned. This position is a full-time (minimum 40 hours per week) on-site position.

- Greets visitors and notifies company personnel of visitors arrival or directs visitors to appropriate destinations.
- Answers incoming telephone calls and takes and relays messages for various personnel.
- Provide callers with company information; such as address, location, directions, website, employment application instructions, and other related information.
- Performs basic clerical duties such as typing, emailing, filing, scanning, and photocopying.
- Prepares reports using Excel and Word.
- Performs data entry and maintains appropriate logs and files.
- Sorts and distributes mail.
- Electronically deposits checks daily.
- Reviews daily A/R billing.
- Reviews daily A/P check runs and electronic payments.
- Distributes paychecks according to company procedures.
- Codes and enters freight invoices.
- Participates in bi-monthly pipe inventories.
- Cross-trains in other positions in the department.
- Keeps supervisor informed of problems as they arise.
- Fosters positive work relationships.
- Works in a safe manner and complies with all Company policies, procedures, and practices.

Supervisory Responsibilities: This job has no supervisory responsibilities

Minimum Qualifications: High school diploma or general education degree (GED); plus 1½ years of accounting experience or an associate degree in accounting; or equivalent combination of related experience and/or education or training.

Computer Skills: Computer literate; proficient with Microsoft Windows, MS Office programs and applications for word processing, email, database management and spreadsheets.

Mathematical Skills: Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio and percent and draws and interprets bar graphs.

Certificates, Licenses, Registrations: None

Physical Demands: The physical demands and environmental characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is usually in an office environment. However, participation is required for scheduled Physical Inventories which duties will likely be outside in the pipe yard. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, extreme heat/cold, wet and/or humid conditions, toxic or caustic chemicals, vibration and high noise level. The noise level in the work environment is usually moderate.

How to Apply

Interested candidates must complete an online McWane Ductile Ohio Application Form which can be accessed at <http://careers-mcwane.icims.com>. Employment is contingent upon satisfactory completion of a Company Application, Confidentiality, Assignment and Non-Competition Agreement, criminal background check, professional reference check, health assessment and pre-employment drug screen.