



KAMRAN AND COMPANY, INC.
FOOD SERVICE AND LAUNDRY EQUIPMENT CONSULTANT AND CONTRACTOR

CA: 687988 B D34 C38 AZ: ROC112017 KO NV: 52465 C21A NV: 42022 C26A HI: 33236 C25



Accounting Clerk – FULL TIME

Kamran and Company, Inc. – Santa Barbara, CA

Summary of Position:

Accounting Clerk for a Food Service Equipment contractor to work directly under our Accounting Manager. Accounting Clerk will be responsible for reconciling accounts payable and receivable accounts, invoicing clients, ensuring prompt payment of invoices and developing and maintaining a comprehensive financial filing system for our firm.

Attention to detail, organization, and strong verbal/written communication skills are required.

Roles and Responsibilities:

The Accounting Clerk takes direction from the Accounting Manager to complete the following tasks as assigned:

- Enter and balance accounts receivable and payable on a daily basis
- Assist with other project accounting projects in the office
- Assemble financial data for audits
- Resolves discrepancies by collecting and analyzing information
- Maintain orderly financial filing system
- Contributes to team effort by accomplishing related results as needed
- Report and escalate to management as needed

Skills and Qualifications:

- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Accurate mathematical skills
- Excellent organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office. Specifically, Microsoft Excel and Microsoft Word
- Knowledge of commercial kitchen equipment is not required but is a plus

Education:

Associates or Bachelor's degree

Additional Information:

- Excellent benefits and opportunity for growth
- Kamran and Company, Inc. is an equal opportunity employer that recruits, hires, trains, and promotes the most qualified individuals without regard to gender, race, color, national origin, religion, age, sexual orientation, disability, veteran/military status, marital status or any other status protected by federal or state law, with regard to any term or condition of employment.

E-mail all resumes and cover letters to careers@kamranco.com

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