

Accounting Admin Assistant

Salary: Commensurate with experience

Position: Full-time

Dox is hiring an **Accounting Admin Assistant** who has strong organizational, planning, and communication skills with a record of successful deployments in Rochester, NY.

Do you enjoy working with people? Do you have experience with managing the ins and outs of a business? The ideal candidate has a good accounting background with strong attention to detail, and excellent inter-personal skills.

About Dox: Since 1982, Dox has been providing professional IT Support for organizations in upstate New York from Albany to Niagara Falls. We deliver enterprise-level services and solutions at prices small businesses can afford. Time and experience have helped us develop best practices and workflow procedures around a proactive philosophy designed to keep our clients' focus on their business, not their technology.

At Dox, we believe you should love what you do and be passionate in your pursuits. Our employees dedicate themselves to fulfilling the needs of our clients and, in turn, the company invests thousands each year in training them so they can grow in their careers. We like to promote from within the company and offer room for upward mobility, career development, and infinite potential. We treat our employees like family and offer a supportive, exciting, and entertaining work environment.

Essential Duties and Responsibilities:

- Must be located in Rochester, NY area, within 25 miles of our office.
- Generating invoices
- Maintain Account Receivables (A/R)
- Collections 2-3 hrs. / week
- Recognize Revenue
- Must have working knowledge of Peach Tree, QuickBooks, Excel and other Microsoft Office products.
- Maintain Pre-bill accounts
- Log and maintain vendor bills
- Must observe strict confidentiality.

Other Professional Skills:

- Articulate communicator, fluent in English with excellent listening skills.
- Proficient time management skills and able to meet deadlines.
- Self-motivated and ambitious.
- Great written and oral skills.
- A team player who isn't a clock watcher.
- Excellent skills in maintaining relationships with employees, clients and other external parties.

- Dox Electronics is an Equal Opportunity Employer

Anyone interested please INCLUDE a COVER LETTER describing yourself AND your resume to MarkW@doxnet.com

- Principals only. Recruiters please don't contact this job poster.
- Do NOT contact us with unsolicited services or offers