429157 State Highway 3, Rattan, OK 74562 | (580) 587-2432

Accounting Clerk

Department: Finance **Employment Type:** Full-Time

Job Summary

As our Accounting Clerk, you'll join our finance team at Diamond T Trailer, a growing trailer manufacturing company. This role is responsible for performing a variety of accounting and clerical tasks to support financial operations, including accounts payable, accounts receivable, data entry, and general ledger reconciliations, ensuring accuracy and efficiency in all financial transactions.

Key Responsibilities

Accounts Payable

- Process vendor invoices, verify accuracy, and match with purchase orders
- Ensure timely payments and maintain vendor records
- Reconcile vendor statements and resolve discrepancies
- Assist with preparing checks, ACH payments, and wire transfers

Accounts Receivable

- Generate and send customer invoices
- Record and apply incoming payments, including checks, ACH, and credit card transactions
- Follow up on outstanding receivables and assist with collection efforts
- Reconcile customer accounts and resolve payment discrepancies

General Accounting & Clerical Duties

- Assist with month-end closing processes, including journal entries and reconciliations
- Maintain accurate financial records and organize digital and physical files
- Support financial audits by preparing necessary documentation
- Assist with payroll processing and employee expense reimbursements as needed
- Perform other administrative tasks as required by the finance team

Compensation & Benefits

Starting pay: $18.00/hour, with additional pay to match experience.

- Health Insurance
- Dental Insurance
- IRA Retirement Plan
- Paid Holidays
- PTO

Work Environment

You will work in an office setting within our manufacturing facility, with regular interaction across departments including purchasing and production.

Interested in joining our team? Submit your resume to **marketing@diamondttrailer.com** for consideration.