

## **Open Position: Accounting Clerk**

An Accounting Clerk is needed to ensure efficient flow of financial and general administrative functions for a designer and distributor of high end construction products. The sister companies Functional Fenestration Inc (FFI) and Automated Fenestration Inc (AFI) specialize in hardware and electronics for high quality doors, windows and skylights.

Responsibilities include AR, AP, arranging logistics for shipping/receiving, and other administrative functions. Candidates must be interested in continuous learning and working closely in a team environment.

### **Qualifications**

- Experience in AR and AP.
- Completed course work in Accounting, Business or Bookkeeping.
- Computer proficiency, including intermediate skills in Internet research, MS Word, Outlook, and Excel, as well as accounting software.
- Ability to read, speak and write English effectively.
- Preferred but not required: language skills for international business, especially Korean, Chinese, Italian, or German.
- Preferred but not required: Experience with SQL servers, data mining, ERP / MRP software such as Oracle, SAP, Epicor Prophet 21 or other.
- Preferred but not required: Industry experience in any of these – construction; machine shops; building materials; selling windows, doors and skylights; architectural hardware; metal manufacturing; electric actuators, electrical products; building automation systems; basic electric schematics.

Offices are in Hawthorne, CA. Benefits include Health, Dental, Vision, LTD, and 401(k) with employer match. An equal opportunity employer.

Visit us at [www.fenestration.net](http://www.fenestration.net). Email resume to [HR@fenestration.net](mailto:HR@fenestration.net).