



## **Accounting/Administrative Assistant**

Carpinito Brothers is a multifaceted, family-owned & operated company located in Kent, WA. We are seeking a highly detailed full-time Accounting/Administrative Assistant to join our team. We are a year-round retail & wholesale supplier of landscape materials. Seasonally, we operate a garden center, produce stand, pumpkin patch & corn maze, & Christmas tree lot. Having such a diversified market makes our company truly one of a kind.

### **Responsibilities:**

- Answer multiple phone lines, route calls and assist customers with placing orders
- Process online and emailed orders
- Assist accounts receivable & accounts payable managers
- Daily cash count balancing
- Help maintain & update databases accessed company-wide
- Run an in-office point of sale cash register
- Assist with new hire paperwork
- Handle additional related duties that arise

### **Requirements:**

- Minimum of 2-3 years relevant accounting or administrative experience
- Polished computer skills: Microsoft Word, Excel, Outlook & Google drive
- Experienced in using QuickBooks
- Proficient in 10 key
- Have strong oral and written communication skills
- Interact with customers, vendors and coworkers in a friendly and professional manor
- Willingness to help out other departments
- The flexibility to work overtime as needed

Will be assigned an 8 to 9 hour shift that will be between the hours of 8:00AM and 6:00PM Monday thru Friday with some possible Saturday shifts. This position will be 40 plus hours a week. Benefits include Medical/Dental, Vacation, 401k and employee discounts.

We are a growing company and there is room for the right person to advance. Your drive, enthusiasm and problem-solving skills will be recognized.

Wages starting at \$18-\$21hour depending on experience