

Rivafloors

Role: Accounting Assistant Accounts Receivable

About Rivafloors:

Rivafloors is an all-encompassing lifestyle brand that specializes in the manufacturing of luxury hardwood floors from Spain. It prides itself in delivering the best quality European Oak wooden floors with beautiful designs to offer for both residential and commercial purposes.

Job Description:

We are seeking an Accounting Assistant Accounts Receivable to become an integral part of our team! You will compile data, compute charges, and manage accounts receivable.

Responsibilities:

- Accounts Receivable
- Apply customer deposits.
- Perform all other office tasks.

Qualifications:

- Previous experience in accounts receivable or other related fields
- Experience in QuickBooks
- Experience in data entry
- Knowledge of standard accounting procedures
- Ability to prioritize and multitask.
- Bilingual (English / Spanish)

Pay:

\$20.00 per hour

Industry

Specialty Flooring

Employment Type

Part-time

You can contact us at: accounting@rivafloors.com