**Admin & Accounting Assistant**at **Western Filament, Inc.**

**$14.00 to $18.00 per hour**

**Monday through Thursday workweek. Flexible Schedule.**

**Western Filament is looking for a knowledgeable accounting assistant to join our team.** We have an immediate part-time or full-time position open on our leadership team that offers a unique opportunity for professional growth within our company.

This position reports directly to the Controller and collaborates with the rest of the team to develop creative solutions to challenges and focus on continuous improvement.

The ideal candidate will be a self-starter with strong attention to detail, experience with AR/AP preferred but not required.

**Company Overview:**

Western Filament, Inc is an influential ISO 9001 and AS 9100 manufacturing company in Grand Junction, Colorado. Our focus is to produce high-quality products using synthetic fibers which are targeted for the Motor Manufacturing, Automotive, Aerospace, Medical, and Recreational markets. Nearly 95% of the appliances in operation today use our products and our aerospace products fly around the world and are exploring space. We are also a leading manufacturer of high-performance braided fishing lines.

**Responsibilities include but are not limited to:**

* AP / AR
* Invoicing
* Processing credits
* Bank Deposits
* Filing
* Communication with customers
* Other tasks as assigned

**Qualifications:**

* High School Diploma or equivalent required
* Experience with AR/AP preferred, but not required
* Skilled with Microsoft Office: Excel, Word, Outlook, etc.
* Efficient typing skills
* Excellent communication skills, both verbal and written
* Strong attention to detail
* Ability to work independently with little supervision while still being productive and accurate.