

AZ Technology Inc., based in Huntsville, Alabama, is seeking applicants for an **Accounting Clerk**.

JOB DESCRIPTION:

Perform one or more accounting related clerical tasks in support of accounts payable, accounts receivable, payroll, billing, reconciling accounts or preparing journal vouchers. May also be assigned other clerical/administrative tasks as needed. Human Resources experience or background would be beneficial.

REQUIREMENTS:

- High school or equivalent and two years related experience. Associates Degree preferred.
- Excellent and professionally delivered written and oral communications skills;
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Experience with Deltek GCS accounting software preferred.

AZ Technology is a Woman-Owned, Service- Disabled Veteran-Owned Small Business and is proud to be an Equal Opportunity Employer/ Affirmative Action business M/F/V/D.

Please email your Word formatted resume to hr@aztechnology.com. Please visit us online at www.aztechnology.com to learn about our company. Download a pdf of our brochure from the homepage for a nice overview.