



Manufacturing Accounting Clerk

Job Description

Martin UAV is actively building a team of world-class employees to help assist in developing revolutionary unmanned aircraft systems technologies.

We are currently seeking a highly skilled manufacturing accounting clerk with experience in accounting and bookkeeping principles in a manufacturing environment.

Responsibilities

- Record cash receipts
- Process vendor invoice
- Process customer invoices
- Monthly journal entries for accounts payable and accounts receivable
- Reconcile accounts payable and accounts receivable accounts
- Allocate monthly credit card costs
- Sales tax returns
- Filing, scanning, and administrative work for the accounting department
- Other accounting and administrative projects as assigned

Skills and Experience

- Data entry
- Strong knowledge of accounts payable
- Strong knowledge MS Office
- Strong attention to detail and ability to organize
- Ability to identify errors

Qualifications

- High school diploma or equivalent
- 2 to 3 years of relevant accounts payable and accounts receivable experience
- Applicants must be U.S. persons as defined by the ITAR (22 CFR §120.15)

Compensation

We are located in Prosper, Texas and offer a comprehensive benefits package including medical, dental, vision and life insurance, PTO days, and a 401(k) plan with company matching.

Contact our Careers Team at Careers@MartinUAV.com to submit a resume and a statement regarding your suitability for this position.