



Company Details

Riekes Equipment Company

Industrial Distributor of Materials Handling Equipment for over 70 years

Located in Omaha, Nebraska with branches in Lincoln, Grand Island, Sioux City, Sioux Falls

Website - www.riekesequipment.com

Position Details

Accounting Coordinator

Compensation: Range of \$14 to \$18/hr plus bonus depending on experience and qualifications

Work week has some flexibility but typically is 40 hours/week 8 am to 5 pm

Complete benefit package

Position Qualifications

High school diploma or equivalent

2-year college degree in Business, Finance or Accounting; however appropriate work experience can be substituted in lieu of degree

Proficiency in Microsoft Excel, Word, and Outlook

Experience with Microsoft Dynamics Great Plains would be helpful

Proven ability to solve problems

Great attention to detail

Very good interpersonal and communication skills

Position Description

Accounts Receivable

- **Daily bank deposit**
- **Posting of customer payments by check, credit card and ACH/Wires**
- **Customer master records and credit research and approval**
- **Lead receivables collection team making calls, preparing reports, and analyzing data**

Accounts Payable

- **Vendor master file**
- **Weekly payables check run**
- **Lead payables posting team coding invoices, posting, and analyzing data**

Human Resources

- **Assist Controller in response to employee issues and requests**

Contact

Send resumes to:

Ron Meyer, Controller

6703 L Street

Omaha, NE 68117

No Phone Calls Please

rmeyer@riekesequipment.com