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## Accounting Clerk

At Star, we specialize in the custom design and manufacturing of tradeshow exhibits, retail store environments, corporate lobbies, and national events for an array of Fortune 1000 clients.

At this time, Star has an open position for an Accounting Clerk (*full-time, non-exempt*). The Accounting Clerk plays a critical role in ensuring that our clients are billed properly for the work that we do.

The responsibilities of this position include, but are not limited to:

- Match packing slips and vendor invoices to purchase orders
- Review and code vendor invoices, ensuring all have a proper job number or general ledger code
- Ensure vendor invoices are paid in a timely manner
- Assist with client invoices and processing remote deposits and electronic receipts.
- Communicate effectively with internal teams and vendors
- Provide backup for front desk coverage

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and an exceptional ability to manage assigned tasks and timelines.

### Qualifications:

- 1-3 years of accounting experience, preferably with trade shows
- Working knowledge of Microsoft Office, Adobe, Microsoft Dynamics-NAV (preferred)
- Ability to successfully work in a fast-paced environment
- Willingness to work beyond 40 hours per week during peak periods to meet client needs

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history via email to [hr@engagestar.com](mailto:hr@engagestar.com) or by mail to Star Exhibits, Attn: Human Resources, 6688 93rd Avenue North, Minneapolis, MN 55445. Star is an equal opportunity employer.