

File Clerk: Successful candidate will examine contractor contribution forms on a daily basis. Check contractor sections (where applicable), coding, etc., in preparation for data entry processing. Ensure employer and employee totals balance in the batches after entry. Prepare balanced batches for processing by the Accounting Department. Some work will involve processing of over and underpayment notices and writing up contractor and employee corrections and calculation of late payment assessments. Process incoming reciprocity checks. Process of dues check-off to the District Councils on a monthly basis. Prepare spreadsheets for all Funds. Will also be responsible for backing up the other Funds and taking vacation department phone calls when necessary.

Candidate qualifications:

1. High school graduate with business courses to include business math, typing, business machines, and general office procedures
2. Minimum of 10,000 keystrokes per hour
3. Above average arithmetic proficiency
4. Ability to compose complex letters
4. Must be conscientious, efficient and dependable
5. Working knowledge of computer print-outs: cumulative, audit registers and eligibility reports
6. Previous Data Entry experience
7. Inter-office experience of at least one year
8. Good attendance record
9. Previous bookkeeping experience
10. Willingness and ability to meet deadlines on a monthly basis
11. Must be able to work with others in a cooperative effort to get the work done

Competitive Pay. Bonus available. Employer contributes to 401(k) with no employee match required. Life, AD&D and LTD provided at no cost to employee.

Equal Opportunity Employer