



Accounts Receivable

Tehama Tire
Red Bluff, CA

Full-time Position

Days/Hours: Monday – Friday / 8:00 am – 5:00 pm

Starting Wage: \$15.00, depending on relevant experience

Specific Accountabilities (include, but not limited to):

- Prepare, record, and process accounts payable
- Hands on and focused on continuous improvement
- Assist with month end closing
- Review open invoice reports and follow up with a schedule of payments or adjustments.
- Answering and routing calls and maintaining a filing system

Key Measurable:

- Accurate and timely entry of all relevant data
- Maintain a productive and professional relationship with internal staff and external suppliers
- Prioritize and manage multiple tasks through efficient and effective time management to meet required deadlines

Requirements:

- Positive, hardworking attitude
- Strong data entry skills
- Strong organizational skills with ability to multi-task and meet deadlines
- Enjoy working as part of a team

This Job Is Ideal for Someone Who Is:

Adaptable/flexible -- enjoys doing work that encompasses many tasks

Detail-oriented -- accuracy is important

Independent -- able to work under limited supervision

How to Apply: Email an updated resume and completed standard application to nancy@tehamatire.com.