**Accounting/Customer Service Representative**

**Full Job Description**

Fairgrove Oil and Propane seeks an Accounting/Customer Service Representative to support our dynamic family owned business in Michigan’s Greater Thumb Region.

Key Responsibilities:

* Answering the phone with a pleasant, efficient, accurate manner
* Accounts receivable information processing for daily and monthly mailings
* Communicating with appropriate management and technical support teams to describe hardware, software or other network issues in order to resolve various issues within a timely manner.
* Posting of client payments
* Helping to resolve any accounting issues or discrepancies in a quick, efficient manner
* Coordinating with drivers to ensure accurate deliveries
* Reviewing and posting of vendor invoices
* Preparing Bank Deposits
* Scanning and filing accounting documentation
* All other duties as assigned

Preferred Qualifications:

* Associate’s Degree or applicable experience
* Strong computer and math skills
* Ability to maintain confidentiality of customer records and information
* Experience working with spreadsheets strongly preferred
* Excellent communication and problem-solving skills
* Accurate and detail oriented

Successful Candidates will:

* Have experience working with accounts payable and accounts receivable
* Pay strong attention to detail
* Think clearly and calmly under pressure
* Possess multitasking skills
* Be self-accountable
* Enjoy a fast paced fun, family atmosphere focused on home heat and farm fuels

Overtime is limited, but willingness to work overtime when requested is appreciated.

Job Type: Full-time

Pay: $16 to $22 per hour

Benefits:

* Medical, dental and vision insurance
* Prescription drug program
* Life and AD&D insurance
* Short- and long-term disability
* 401(k) retirement plan with company contribution
* Paid vacation
* 6 paid holidays
* Health Savings Accounts

Physical setting:

* Office

Schedule:

* Monday to Friday

Ability to commute/relocate to:

* Fairgrove, MI 48733: Reliably commute or planning to relocate before starting work (Preferred)