

# Job Opening

## Clerical Position

### Job Descriptions

- Accounts Receivable and Accounts Payable
- Verify Records
- Filing
- Perform other related duties as assigned, including backing up others within the department

### Qualifications

- Must be 18 years or older
- Proficiency with Microsoft Windows operation systems & Microsoft Office (i.e., Outlook, Excel, Word & Power Point)
- Familiarity with bookkeeping and basic accounting procedures
- Well organized, ability to follow instructions and attention to detail
- Great phone etiquette
- Previous experience in clerical is helpful but not required
- Maintain confidentiality of all company information
- Background Check Required

### Job Location and Hours

- Part Time, Monday - Friday 8:30 to 2:30
- 8 Miles West of Time Square Mall, Mt Vernon, IL

Interested applicants go to [www.midwesterntransit.com](http://www.midwesterntransit.com) under Why Choose Midwestern and click on Employment Opportunities.