



STORLIE FURNITURE GROUP
5812 WEST 36th STREET
ST. SLOUIS PARK MN 55416

Accounting Coordinator

We are Storlie Company, an importer & distributor of commercial office furniture, located in St. Louis Park. Over 30+ years we have grown from a one person organization to a small team of people servicing a local and national client base. Our employees are focused while at work, yet have fun in the office as well. At our sales office / showroom we offer a challenging and fast-paced environment. We are a detail oriented company and are constantly changing and improving to make the experience easier for the sales force we serve and to continue to build loyalty with every contact.

Position responsibilities

- Processing and recording daily AP & AR transactions
- Preparing reports
- Cross checking all vendor statements
- Problem solving (follow up with customers and vendors to resolve problems and questions)
- Fielding communications with clients and vendors
- Fact checking –investigate errors/problems
- Filing
- Side projects (inspecting product, cleaning, organizing, helping were needed)
- Other tasks as needed

Knowledge, Skills and Abilities:

- General understanding of office procedures and accounting.
- Accounting background is preferred.
- Understanding of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Proficient with Windows- based computer applications and the Microsoft Office suite of products (Specifically Word and Excel).
- Ability listen to communicate effectively, maintain excellent interpersonal and cooperative relationships with management, staff, business partners and clients.
- Strong organizational skills that allow you to prioritize and follow through on work activities to meet deadlines.
- Ability to work independently.

Minimum requirements

- Must be detail oriented, highly organized
- Self starter, Learns quickly under tight deadlines
- General proficiency using computers
- Minimum Typing speed of 40+ wpm and minimum of 8000 KPH
- Professional phone manner
- Proficiency with Microsoft Office Suite(Outlook, Word, Excel & power point)
- Work independently with little supervision
- Must multi-task and adapts quickly to changes in a fast paced environment
- Ability listen to and communicate effectively
- maintain excellent interpersonal and cooperative relationships with management, staff, business partners and clients
- Strong organizational skills that allow you to prioritize and follow through on work activities to meet deadlines.

Job Type: Full time, Monday – Friday

Salary: Starting at \$17/hour

Benefits: Health and dental Insurance, retirement plan, holiday and paid time off