Cash Applications Clerk
Tireco, Inc – Gardena, CA

Tireco, Inc is a large, privately-held wholesale distribution and marketing company that sells tires and wheels of all sizes and types. We are currently seeking a Cash Applications Clerk to join our dynamic team in the Accounting department.

Role Summary and Responsibilities:
• Cash receipts application for all Tireco checks, wires, credit card and cash receipts
• Apply all Tireco cash receipts payments against customers’ accounts
• Coordinate with the Credit Department regarding payment applications
• Deposit check receipts using bank-issued deposit machine
• Occasionally make trips to the bank to deposit cash receipts
• Prepare daily listing of bank deposits. Email this list to management.
• Safeguard all cash receipts against theft or loss by securing documents under lock and key.
• Safeguard customers’ and Tireco’s credit information, bank account numbers and credit card information. Ensure that all hard copies are stored under lock and key and electronic files are stored in a secured drive.
• Support the Accounting Manager in streamlining, improving, automating and implementing procedures in cash applications, e.g., paperwork reduction. Assist in documenting procedures.
• Maintain a safe and clean work environment.
• Perform all other duties and lead or assist in special projects as assigned or required.

Education:
• Must have a Bachelor Degree in Accounting.

Experience:
• Entry level position: 1-2 years of experience.

Skills:
• At least at basic level of experience in spreadsheet software such as Excel
• Ability to communicate effectively with all levels of management and employees
• Ability to adapt and work comfortably in a fast-paced environment

Hours: This is a full time position and the hours are Monday through Friday from 8:00 am to 5:00pm. 40 hours a week.

Hourly Rate: $16.00 to start.

We’re located conveniently just east of the 110 freeway, and nestled between the 405 and 91 freeways. We offer a highly competitive compensation package that includes comprehensive health insurance, 401(K) program with company matching, and profit sharing.
Qualified candidates please e-mail your resume to Bhavika.sheth@tireco.com with the subject line: Cash Applications Clerk (CSULB).

Contact Information:

Bhavika Sheth
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