

## E.L. INTERNET NORTHWEST

### ACCOUNTS PAYABLE/RECEIVABLE AND ADMIN ASSIST

This position will perform various tasks for administration, bookkeeping, project tracking, also including customer service, reception and cleaning.

Tasks will include:

- Assist management and administration with projects: including research, organization, orders, phone calls, emails, quotes, scheduling, follow-up, status tracking, billing, permits, applications, etc.
- Run monthly/quarterly/annual reports. File reports and payment with vendors when needed.
- Take care of our vehicle/Trailer/and Equipment fleet. (Licensing, Permits, Safety, Inventory, Repairs)
- Ensure monthly tasks are completed and submit weekly & monthly reports to management
- Track and renew local, state, and federal licensing status and ensure they stay current and compliant.
- Organize & maintain records.
- Enter and pay bills.
- Invoice customers and receive payments.
- Assist with daily operations. (Phone calls, Cleaning, Mail, etc.)
- Advertising: Ordering/putting up signs, flyers, etc.
- And other duties as assigned.

Applicant must be professional, positive, and friendly. Very important: This position will require the applicant to track multiple projects and tasks at a time. Applicant must be responsible, organized, and have attention to detail. Applicant will need to follow-up on items and ensure their timely completion without direct supervision.

Experience in Microsoft Excel, Word, and QuickBooks is preferred.

Must have a valid driver's license to run errands.

40 Hours per week. Hours: 7:00am – 3:30pm M-F.

Starting Wage: \$15-\$17/hr Depending on Experience – Plus Benefits

To apply please email a resume and references to [management@elinternetnw.com](mailto:management@elinternetnw.com) or hand deliver them to the E.L. Internet Northwest office at 64 Automation Ln Bonners Ferry ID 83805.