



Accounting Clerk

Solar Technology, Inc. (SolarTech) is an ISO-9001:2015 certified manufacturer of high-tech, specialized construction equipment used for the management and control of traffic in and around work zones associated with road, highway, and bridge construction, maintenance, and repair. Defined by reliability, we are the oldest manufacturer of portable trailer mounted solar powered flashing Arrow Panels and Changeable Message Signs. SolarTech conducts *all* product research, design, development, manufacturing, service, and support at its single facility in Allentown, PA. We are thrilled to extend the opportunity for the best qualified candidate to join our team as an Accounting Clerk.

Job Summary

We are looking for a detail-oriented and eager-to-learn individual to join our accounting team as an Accounting Clerk. This entry-level role is perfect for someone who wants to build a long-term career in accounting and grow within our company. The Accounting Clerk will work closely with the accounting team and assist with day-to-day tasks with the payable/receivable accounts. This position will report to the Assistant Controller. If you're excited about learning, value teamwork, and want to be part of a company that invests in its employees, we encourage you to apply

Job Requirements:

- Highschool Diploma; associate's degree in accounting preferred
- Prior experience with ERP systems, SAGE preferred
- Proficiency in Excel and Microsoft Office
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills
- Experience in bookkeeping and accounts payable/receivable
- Attention to detail and ability to manage multiple tasks simultaneously
- Team mentality, ability to work effectively with cross-functional teams

Essential Job Responsibilities:

- Process vendor invoices accurately and on time; review invoices for appropriate documentation
- Verify/audit the accuracy and completeness of financial records including figures, postings and documents
- Monitor AR accounts for outstanding balances and assist with collection efforts
- Assist with month and year end processes
- Maintain accounting files; paper and electronic as necessary
- Other administrative duties; including filing and scanning
- Other duties as assigned by the Assistant Controller
- Learn and grow into increasing responsibilities over time, with a clear path for advancement in our accounting department.

As Reliable As the Sun





Benefits:

- Compensation range between \$19.23 - \$21.63 per hour; based on national average and applicant experience
- Medical, dental, vision, life insurance, short term disability, long term disability, Paid Time Off (PTO), vacation, and 401k program with employer match
- We believe in continuous improvement, mutual respect, and supporting each other's growth. We offer a collaborative, stable environment where team members are valued, and we actively invest in their development.

As Reliable As the Sun

