DIPAC is looking to fill the position of Office/Accounting Clerk to perform various administrative and clerical tasks to support our office. The successful applicant will be customer service oriented, pays attention to detail and has great communication skills.

Experience with QuickBooks, accounts payable/receivable, MS Office, and familiarity with office equipment and procedures is preferred however, we are willing to train the right person.

**Duties of the position include:**

- Greeting visitors

- Answering/transferring calls on a multi-line phone system

- Receiving/distributing incoming mail

- Filing and maintaining company related vendor files

- Accounts payable / Accounts receivable

- Maintaining company calendar of events

- Monitoring/ordering office supplies

- Assisting management team with secretarial duties as assigned

This is a full-time position with the included benefits: Paid leave, medical/dental/vision insurance, and a 401(k) retirement plan. Salary is DOE. Send resume to Chelsea at chelsea\_swick@dipac.net