



Accounting Clerk I

A large insurance restoration company has an immediate opening for an entry level accounting clerk in their corporate office in Snow Hill, MD. This is a great opportunity for any candidate looking for a career and opportunity to advance within the department. We are looking for professional candidates with strong attention to detail and highly motivated to work in a fast paced environment.

Job Requirements

- Greet vendors, customers and other visitors.
- Operate switchboard and route incoming calls
- Able to assist in various areas: AP, AR, Payroll
- Ability to meet deadlines and work standards.
- Ability to be dynamic in role and shift priorities as business needs arise.
- Intermediate to advanced computer skills.
- Skills with Office 365 (Word, Excel) and QuickBooks.
- Dependable and Punctual

Benefits:

- Medical, Dental & Vision Plan
- 401 (K) Retirement Plan
- Holiday Pay
- Vacation

If your goal is to succeed and advance your career, this is the perfect opportunity for you.

About Royal Plus:

Royal Plus Inc. (RPI) is a disaster restoration company that strives to be your first call in the wake of any disaster. We understand that disasters can be traumatizing and alarming for customers so we plan every step to make their catastrophe a distant memory so they can turn life back on.

We help turn life back on by providing customers affected by natural and man-made disasters with 24/7 emergency and disaster restoration services in a compassionate, reliable, and efficient manner.

Royal Plus, Inc. is an Equal Opportunity Employer.