

Van Horne Communications is welcoming applications for the position of Full Time Accounting Specialist/CSR

The principal function is to provide effective customer service, answer phones, process invoices and bills, prepare monthly reports, process payroll, perform general clerical and accounting duties and records maintenance. An Accounting Specialist must possess accounting, clerical, computer, and customer service skills. Must be self-motivated, organized and possess positive people skills.

Acceptable Experience & Training:

High school diploma required preferably supplemented with course work in accounting

2 years accounting, billing, and clerical experience

Customer Service experience

Resumes may be emailed to vanhorne@netins.net, mailed to Van Horne Communications, PO Box 96, Van Horne, IA 52346, or dropped off at our office at 204 Main St in Van Horne. Resumes must be in our office by December 1, 2022.

