



## **POSITION DESCRIPTION**

**Position:** Accounting Clerk

**Location:** Norfolk, VA

### **Purpose:**

The primary purpose of this position is to perform Accounts Receivable and Accounts Payable duties in support of the existing Accounting staff.

### **Qualifications:**

- 1 to 3 years experience in an Accounting related position
- Strong computer skills including proficiency in MS Office applications
- Excellent written & verbal communication skills are a must
- Strong organizational skills and detail oriented
- Ability to prioritize multiple tasks simultaneously and meet numerous deadlines
- Self-motivated and have the ability to work with minimal supervision

### **Responsibilities:**

- Post daily cash receipts
- Perform A/R collection duties
- Processing A/P invoices
- Processing A/P payments and mailing checks
- Assist with various Accounting related functions as needed
- Act in a relief capacity for the Receptionist

### **Compensation:**

- Benefits include health & other insurance, paid vacation & sick leave and a generous 401(k) plan.

### **Contact:**

Please submit an introduction letter and your resume to [hr@cvinternational.com](mailto:hr@cvinternational.com) with Subject: "Accounting Clerk" or fax to (757) 466-1309 Attention: Human Resources.