

California Job Order Print Document

Job Order: **18602549**

Print Date: **7/27/2022 11:56:07 AM**

Office: **01460 Torrance (WSB)** LWDB: **South Bay Workforce Investment Board**

Employer Information:

Employer Name: **Cardinal IG Company**

How to Apply: **Via Email**

Company Website: **<https://www.cardinalcorp.com/careers>**

Application Comments: **Please apply on website, then email your resume to employer.**

Location:

Main Address:

**Cardinal Glass CT
1125 Lanzit Ave
Los Angeles, CA 90059**

Mailing Address:

**1125 E LANZIT AVE
LOS ANGELES, CA 90059-1559**

Contact:

Contact: **Hanan Wissa**

Title: **HR**

Phone: **(323) 319-0070 x**

Email: **hr-lact38@cardinalcorp.com**

Fax: **(323) 319-0075**

Application Comments: **Please apply on website, then email your resume to employer.**

Job Details:

Occupational Code: **43302100 Billing and Posting Clerks**

Job Title: **Accounts Receivable Accounts Payable Clerk**

Industry Code: **327211 - Flat Glass Manufacturing**

Number of Positions: **1**

Referrals: **25**

Earliest Date to Display: **07/26/2022**

Last Date Job Order Will Display: **09/24/2022**

Job Order Followup: **08/25/2022**

Job Type: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

Job Duties and Skills:

Description:

AP/AR Clerk

Essential Job Functions

- **Manage and process data entries of the company's AP and reconcile to the expense reports and general ledger.**
- **Manage the company's AR, including collections.**
- **Act as a backup for the Customer Service Representative: Answer incoming phone calls and direct them to the appropriate party. Greet guests and contractors and direct them to the right parties for their visit.**
- **Ready to assume Special projects as assigned by the Plant Manager.**

Work Environment

This position operates in a professional office environment. Routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

Full-time position.

Monday through Friday, 8:30 am a.m. to 5 p.m. Schedule may be modified, on occasions, to work longer hours, evenings and weekends to assist the operation.

Qualifications

Requirements

- **Minimum of 2 years of accounting experience preferably with a manufacturing company.**
- **Working knowledge and experience with E1 (or similar ERP), with the ability to navigate and utilize applications: JD Edwards, Oracle software.**
- **Well-developed interpersonal, verbal and writing skills.**
- **High attention to detail and "owns" their work contributions.**
- **Demonstrated ability to work independently and be a self-starter.**
- **Critical thinker with the ability to apply good judgement to resolve problems.**

- Comfortable with managing and supporting a wide variety of processes, tasks, and responsibilities.
- Maintains a positive and pleasant attitude and tolerant to stress.

Knowledge, Skills, and Abilities:

- Proficient with MS Office – Outlook, Word, and Excel.
- Working knowledge and experience with Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Able to work cooperatively with other employees and take supervision.
- Maintains a professional level of confidentiality when dealing with confidential information.
- Detail orientated and good organizational skills.
- Must be able to handle sensitive and confidential information.

Compensation:

- Hourly Pay rate range from \$22/ hour- \$28/ hour depending on experience.

Benefits:

- Medical, Vision and Dental
- Monthly Profit Sharing
- 401K
- Sick time, vacation depending on company policy
- Employee Assistance Program
- Free parking
- Employee appreciation
- Company appreciation gatherings

Behaviors

Team Player: Works well as a member of a group

Loyal: Shows firm and constant support to a cause

Enthusiastic: Shows intense and eager enjoyment and interest

Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well

Dedicated: Devoted to a task or purpose with loyalty or integrity

Motivations

Preferred

Work-Life Balance:

Inspired to perform well by having ample time to pursue work and interests outside of work

Self-Starter:

Inspired to perform without outside help

Peer Recognition:

Inspired to perform well by the praise of coworkers

Growth Opportunities:

Inspired to perform well by the chance to take on more responsibility

Goal Completion:

Inspired to perform well by the completion of tasks

Flexibility:

Inspired to perform well when granted the ability to set your own schedule and goals

Ability to Make an Impact:

Inspired to perform well by the ability to contribute to the success of a project or the organization

Education

- **Degree in Accounting or Finance is preferred but not required. Minimum High School or better.**

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required** Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **24**

Requires a Drivers License: **No** Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **22.00 Hour**

Maximum Salary: **28.00 Hour**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified** Actual Hours:

Shift: **Not Applicable**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:**Req Section**

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **Job Development**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**

Future Release From Hold: