



Position: **Accounting Clerk**
Reports to: **Accounting Supervisor**

Gopher Stage Lighting, Inc. is seeking an **Accounting Clerk** to join our team.

Gopher Stage Lighting, Inc. provides lighting and rigging systems for architectural and entertainment installations. Founded in 1958, Gopher Stage Lighting continues today under the ownership of Melanie Holloway and the employees of GSL. Gopher Stage Lighting, Inc. is a certified DBE/WBE/SBE Minnesota corporation.

The **Accounting Clerk** provides data entry, transaction processing, and administrative support to the Accounting Supervisor. This is a full-time position with excellent benefits. The annual salary range for this position is \$55,000 - \$71,000 based on experience.

Gopher Stage Lighting, Inc. is looking for the following qualities in the Accounting Clerk position:

- Proven ability to maintain confidentiality in a casual office setting.
- Positive attitude toward learning new systems and optimizing administrative tools.
- Flexible worker who can take direction, work independently, and constructively contribute in a collaborative environment.

Responsibilities:

- Maintain accurate and timely accounting records using GSL software tools.
- Receive and process customer payments.
- Back up check receipt and bank deposit.
- Process employee expense reports.
- File physical and electronic accounting records.
- Other accounting and administrative work as assigned.
- Process online store orders.
- Reorder stock retail items, office & shipping supplies as needed.
- Review and record order acknowledgements.
- Enter shipping and tracking information.
- Process receiving transactions.

Communication:

The Accounting Clerk regularly communicates with:

- GSL team members: All departments

Qualifications:

- Minimum two years bookkeeping experience in an office setting using an accounting software package.
 - AA or BA in administration or related field a plus.
- Strong verbal and written communication skills.
- Comfortable with Microsoft Office 365 Suite of programs.
- Prior experience with Oracle NetSuite a plus.
- Knowledge of technical theater and/or construction industry a plus.

Benefits:

- Participation in Employee Stock Ownership Plan
- 401K Retirement Plan with Company Match
- Medical and Dental Insurance Plans – Company Paid
- HSA & FSA Spending Accounts
- Company Paid Short-term and Long-term Disability Insurance
- Company Paid Life Insurance
- Generous Paid Time Off
- Paid Holidays
- Generous Family Leave Policy

Typical Physical/Mental Demands

Indoor office environment with attached warehouse. Almost all job functions are performed at a desk with a sit/stand option. Written and oral communication required with other employees, including employees working remotely. Must be able to focus in an open office environment. May have interruptions and need to handle multiple tasks simultaneously.

Please direct all inquiries/applications to Todd Reemtsma, General Manager, at toddr@gopherstagelighting.com and reference “Accounting Clerk”.

Gopher Stage Lighting is an Equal Employment Opportunity/Affirmative Action Employer.

Women and BIPOC individuals are encouraged to apply.