



Accounting Clerk

With more than 40 years in the retail industry, Homemakers Furniture is a leader in providing affordable home furnishings to the state of Iowa. We seek employees who are dedicated and passionate about their work. We are looking for a highly motivated accounting clerk to join our dynamic team.

BENEFITS

When you join the Homemakers team, you are joining a family-operated organization with a rich 40-year history in the retail industry. With the backing of Nebraska Furniture and Berkshire Hathaway, we are continuing to grow. With our family and growth-oriented culture, a career with Homemakers includes great opportunities for advancement, set schedule options, competitive pay and fantastic benefits.

AS A FULL-TIME EMPLOYEE, YOU WILL ENJOY THE FOLLOWING BENEFITS:

- Comprehensive paid training program
- Medical, dental and vision insurance
- Pre-tax Flexible Spending Accounts (health and dependent care)
- Company-paid life insurance
- 401(k) with company match
- Profit sharing
- Short-term disability
- Employee assistance program
- Employee discounts (including Nebraska Furniture Mart)
- Closed most major holidays
- Paid time off
- Paid holidays
- Opportunities for advancement

POSITION SUMMARY

This position is responsible for working with all aspects of the accounting department, including sales tax tracking within multiple states.

ESSENTIAL POSITION ACCOUNTABILITIES

- Complete assigned projects with minimal supervision.
- Analyze data and offer solutions.
- Provide good customer service when dealing with customers.
- Provide feedback to management regarding efficiencies, safety and productivity.
- Follow all operational and safety procedures.
- The above responsibilities and additional duties may vary as assigned.

EDUCATION/WORK EXPERIENCE REQUIRED

- Two-year accounting degree or four years of experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general accounting processes and procedures
- Knowledge of sales tax processing
- Attention to detail
- Highly motivated and organized
- Can work independently
- Ability to multi-task
- Works well within a group setting
- Working knowledge with accounting software and Excel
- Working knowledge of credit card processing a plus
- Basics of human resources a plus

BEHAVIORAL EXPECTATIONS

- Respect - Follows Homemakers Core Values of honesty and integrity, customer loyalty, quality products and

services, teamwork and cost effectiveness.

- Motivation - Commitment to the assigned task. Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. A self-starter. Takes calculated risks to accomplish goals.
- Quality - Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- Quantity - Willing to work with a sense of urgency. Meets productivity standards; completes work in timely manner; strives to increase productivity.
- Teamwork - Demonstrates a willingness to work with a team.
- Adaptability - Demonstrates a willingness to adapt to changing circumstances and workflow.
- Attendance - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

PHYSICAL EXPECTATIONS

- Extended sitting at desk and use of computer
- Occasional standing and bending

OFFICE /CLERICAL EXPERIENCE

- Typing skills of 35 net wpm
- Data entry skills of 60 kpm

ENVIRONMENTAL CONDITIONS

- Will work indoors
- Conditions may include hot/cold temperatures, dusty surroundings and noisy work environment

Background check and pre-employment drug screen are required.

Homemakers is a tobacco- and drug-free workplace. EOE