BestDrive Accounting Administrative Assistant

Your tasks

HOW YOU WILL MAKE AN IMPACT -

The BestDrive Retail Administrative Assistant is essential to the success of the store. This position assists the Store Manager and maintains the site accounting principles, practices, procedures, and initiatives. Administers the total business processes including inventory management, receiving and delivery processing, business computer systems (MaddenCo and SAP interface), and internal customer interaction.

Essential Duties:

- Process receivables and payables for in-person customer interactions.
- Account reconciliation
- Maintain paper flow of work orders, invoices, and other items to receive payment from customers
- Ensure that the front office is organized and maintained so that employees and customers can obtain information needed promptly.
- Communicate effectively with internal customers.
- Post customer payments by recording cash, checks, and credit card transactions.
- Support inbound calls and orders; provide order entry and logistics assistance for the outside sales associates.
- Reconcile monthly inventory
- Administer inventory receiving and deliveries
- Assist with internal and external audit requests.
- Maintain a positive work atmosphere by acting and communicating in a manner that facilitates the success of business operations in order to meet company demands and expectations.
- Perform other duties as assigned by the manager.

No relocation assistance is offered for this position.

Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.

Job ID
REF100977S

Field of work
Administration and Assistance

Location
Forest Park

Leadership level
Leading Self

Job flexibility
Onsite Job

Working time
Full Time

Legal Entity
Continental Tire the Americas, LLC

Your profile

WHAT YOU BRING TO THE ROLE -

- Must be 18 years of age.
- HS Diploma or its equivalent
- Previous work experience with account reconciliation and AP/AR
- Proficiency in planning and organizing tasks, managing priorities, and utilizing available resources to complete tasks within deadline
- Exceptional interpersonal skills needed to effectively interact with different groups of people, including customers, vendors,

competitors and employees.
- Excellent phone and customer service skills to interact with internal and external customers.
- Microsoft Office Suite – Excel basics (sort and filter information)

ADDITIONAL WAYS TO STAND OUT -

- Some College or military experience
- 1+ years experience in the tire industry
- 2+ years of accounting experience in account reconciliation and AP/AR
- Microsoft Office - Intermediate

Work Environment & Physical Requirements

- Work hours are Monday – Friday.
- Office / retail sales counter environment; employee is regularly required to stand, bend, climb, lift and walk.
- Occasionally lift up to 15 lbs.

Our offer

THE PERKS -

- Immediate Benefits
- Paid Time Off
- Employee Discounts, including tire discounts
- Employer 401k Match
- Diverse & Inclusive Work Environment
- Employee Assistance Program
- Future Growth Opportunities
- And many more benefits that come with working for a global industry leader!

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other

purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

About us

BestDrive, a wholly owned subsidiary of Continental, is quickly becoming the top choice among commercial trucking fleets for our high-quality products and exceptional service. BestDrive Commercial Tire Centers specializes in providing fleet customers with innovative tire solutions including award-winning Continental and General Tire brand products, innovative commercial solution products such as ContiPressureCheck, and a wide array of multi-brand truck tires to address all market segments. Since our founding in 2012, we presently have 25 locations throughout the United States and continue to rapidly expand our footprint throughout the country.