

**Position:**

Accounting Technician

**Get to know us:**

Rudy's Performance Parts was founded in 2008 and we pride ourselves in being the industry leader in automotive performance parts and accessories. Here at Rudy's, we are well known for offering the absolute best customer service and product variety in the automotive world. We treat all of our employees like family and offer a casual work environment that not only encourages your best, but also rewards it with endless room to grow.

- Are you looking for an opportunity for growth?
- Are you a problem solver?
- Are you a critical thinker?
- Do you want to be recognized for your hard work?
- Do you want the opportunity to truly love coming to work every day?

If you answered "yes" to any of the questions above, then Rudy's is the place for you!

**What You'll Be Doing:**

- Process high volume accounts receivable billings
- Process high volume customer payments
- Process customer returns and refunds
- Assist with receivable and statement reconciliation
- Maintain and update customer master.
- Perform clerical duties including order entry as needed
- Maintain accounting records
- Provide interdepartmental support as needed

**What We're Looking For:**

- High school diploma or equivalent
- 0-3 years of accounting experience
- Excellent organizational skills and attention to detail
- Excellent communication, interpersonal, both verbal and written
- Good computer skills and eager to learn new skills
- Must pass a drug screen and background check prior to employment

**How to apply:**

If you are interested in this position and think you have what it takes to be a part of the Rudy's team, send an email with your cover letter, resume and salary requirements to: [tabby@rudysdiesel.com](mailto:tabby@rudysdiesel.com). You may also reach out with additional questions that are relevant to this role.