



### **Part-time Accounting Administrative Assistant –**

Witmer Public Safety Group, Inc. is in need of a **part-time Accounting Administrative Assistant** for the Accounts Payables department. Our fast growing emergency services equipment and supply company has numerous showrooms, a specialized outside sales force and two e-commerce websites: TheFireStore.com and OfficerStore.com which are powerful, brand-focused settings for our customers to experience our industry leading prices, product selection, and customer service.

This accounting position reports to the Senior Accountant. The successful candidate will have some previous office experience and will be filing, pulling check back-up information and assisting the department wherever needed.

### **Qualifications & Abilities**

- 2 years business experience in office setting.
- High school diploma.
- Knowledge of modern office procedures and methods including telephone communications, office systems and record keeping
- Detail oriented; ability to notice discrepancies
- Good computer skills to use a personal computer
- Good time management and organizational skills
- Ability to meet deadlines; change priorities quickly as needed; to independently handle stress and maintain a mature problem-solving demeanor.

### **Responsibilities**

- Filing
- Pull check back-up information
- Look up information in accounting software
- Establish working relationships with coworkers and other departments in the company
- Assist with other projects as needed

To inquire about this position, please send resume and wage requirements via the following methods:

**Email:** [khuntsman@thefirestore.com](mailto:khuntsman@thefirestore.com)

**Fax:** 888-335-9800 Attn: Karen Huntsman

**Mail:** Karen Huntsman, Witmer Public Safety Group, Inc., 104 Independence Way, Coatesville, PA 19320