



**Job Title:** Office – Accounting Clerk (Full Time)

**About the Company:**

Environmental Systems Service, Ltd. (ESS) is an environmental services firm with over 50 years of experience in water and wastewater treatment, operations and maintenance. Situated in Culpeper, Virginia, ESS has established itself as a leader in its field, dedicated to providing high-quality services to its clients.

**Job Description:**

ESS is currently seeking a detail-oriented and organized individual for the position of Office – Accounting Clerk on a full-time basis. The ideal candidate will possess strong proficiency in MS Word and Excel, with the ability to adapt quickly to other computer programs. A minimum of three to five years of basic bookkeeping skills is required for this role. Effective verbal and written communication skills are essential, along with the ability to establish and maintain productive working relationships. The successful candidate must demonstrate proficiency in prioritizing tasks, handling confidential information, and exercising tact in fast-paced environments.

**Key Responsibilities – This position will include, but not limited to, duties such as:**

- Assist Accounts Receivable (A/R) and Accounts Payable (A/P) Managers with daily processes
- Prepare transactions related to A/R and A/P
- Generate and submit invoices for review
- Draft correspondence for standard past-due accounts and collections
- Identify delinquent accounts and contact accountholders for payment
- Copy, file, and retrieve materials for A/R and A/P as needed
- Coordinate Sales Order generation and updates
- Perform additional duties as assigned or cross-trained to other accounting functions
- Process Receipt of Goods and match purchase orders with invoice amounts
- Apply inbound ACH payments to correct invoices
- Process checks, deposits, and other customer-related payments
- Maintain exceptional attention to detail and communication
- Additional duties as assigned

**Salary:**

The salary for this position is based on various factors, including the candidate's experience, and is evaluated on an individual basis following the submission of an application.

**Equal Opportunity Employer:**

ESS is an equal opportunity employer committed to fostering an inclusive and diverse workplace environment.

**How to Apply:**

Interested candidates are encouraged to submit their applications, including a resume and cover letter, via email to [info@ess-services.com](mailto:info@ess-services.com) or mail to the address below.