

Accounting Clerk

Rios Interiors, Inc. is a leading interior design company and retailer of quality one of kind home furnishings, located in the Historic Stockyards District in Fort Worth, Texas. Our 20,000 sq ft showroom elegantly captures the true essence of the Southwest with our collection of Rustic, Hacienda and Old World furniture, exclusively only to Rios Interiors, Inc.

Job Description

- Produce/maintain accurate accounting documentation
- Record keeping & files
- Payroll
- AP/AR
- Data Entry
- General office administration including but not limited to filing, phones, etc.
- Excellent knowledge of accounting principles
- Previous knowledge/experience balancing a general ledger
- Monthly/quarterly reports for end of year tax purposes

QUALIFICATIONS

- Self started
- Highly organized individual
- Attention to detail
- Degree in Accounting preferred or 3-5 years of accounting experience in lieu of degree

REQUIREMENTS

- Exceptional experience using Quickbooks REQUIRED
- Advanced excel
- Word

This position is a full time position Tuesday through Friday 35 - 40 hours per week (an occasional Saturday may be required.) Dress code is business casual. Business is located minutes from downtown Fort Worth in the heart of the Fort Worth Historic Stockyards.

NOTE: Please submit your a COVER LETTER with SALARY REQUIREMENTS & RESUME in Word or PDF format. Applicants that do not adhere to these guidelines will not receive a call back.

How to Apply:

Download and complete this [employment form](#), then mail or fax to:

RIOS INTERIORS INC.
2465 N. Main St.
Ft Worth, Tx 76164

Fax: (817) 626-8601

Call: (817) 626-8600

Email: natirios@riosinteriors.com