

William Harris Lee and Company

Accounting/Administrative Assistant (PT)

About us:

Since our founding in 1978, William Harris Lee and Company has grown to become the world's largest and most respected maker of fine stringed instruments. Our headquarters, located in the Fine Arts Building on Michigan Avenue in Chicago, has more than ten luthiers crafting violins, violas, and cellos of incomparable quality, using tools and techniques that have been passed down through centuries of violin-making traditions. With our robust number of rental contracts, our company is devoted to providing teachers and students with both rental and sale instruments that are affordable and uncompromising in quality. We also have a selection of fine antique instruments from some of history's most illustrious makers and a comprehensive collection of new and antique bows.

Job Summary:

Our company is fast-growing, and we are expanding. Our accounting department needs a reliable Accounting/Administrative Assistant who is detail oriented. The ideal candidate will be capable of learning our systems with minimal supervision. This candidate is extremely organized and has great time management skills. They will know how to assess a situation and create an efficient process/solution. There will be a mix of routine tasks and various projects depending on the needs of the Bookkeeper. The Accounting/Administrative Assistant will report directly to and work closely with the Bookkeeper to accomplish interdepartmental goals and quotas. Please send your resume to Adele at adele@whlee.com

Responsibilities and Duties:

- Accounts Receivable
- Running auto-pay and sending out credit card decline notifications
- Receiving calls from customers and updating billing information
- Running various daily/weekly/monthly reports
- Sending monthly paper and electronic statements
- Monitoring delinquent accounts
- Transferring delinquent accounts to our external collection agency
- Assisting sales representatives with billing
- Clerical duties include: sorting mail, filing, purging files, payroll preparation, post office/bank errands, ordering office and shop supplies, organizing recycling disposal.

Qualifications and Skills:

- High school diploma/GED required
- Accounting education/experience preferred
- Familiarity with Microsoft Office and Google Docs
- Proficiency with Quickbooks preferred
- Advanced written and oral communication skills