



Badger is a full-line distributor of lumber, interior and exterior millwork, cabinets, flooring, windows, garage doors, roofing and agricultural products.

ACCOUNTING ASSISTANT

- Main daily duty is to invoice Badger delivered orders completely and accurately.
- Requires a high degree of attention to detail, problem solving and excellent interpersonal skills.
- Prepare daily customer invoices, issue pallet credits, and invoice resolution.
- Invoice box store (Home Depot, Lowe's and Menard's) and direct orders.
- Review open warehouse and direct orders for missed invoicing.
- Requires use and knowledge of Agility Viewers and investigative methods.
- Provide back-up support for the Receptionist position as needed. These duties include switchboard and phone answering, daily local deposit, and document scanning.
- Recognize and communicate improvement opportunities.
- Requires daily communication with many co-workers and functional areas within the company.
- Serve as receptionist at least 1 hour daily and primary backup during breaks and vacations.
- Other duties as assigned.

Excellent organizational skills and attention to detail.

Ability to effectively manage time and prioritize multiple responsibilities and complete tasks and assignments with specific timeframes.

Demonstrate ability to interact and communicate effectively with all company employees, customers and vendors.

Ability to work independently and as well a strong team member.

Ability to handle multiple projects with a high level of accuracy and meet critical deadlines.

Proficient with Microsoft Office software and corporate enterprise system.

Badger offers competitive wages and a comprehensive benefits package including a 401k program and paid time off. After one year of service you become an owner of the company through our Employee Stock Ownership Program.

Apply today!

For immediate consideration, internal candidates who have interest in applying should submit a resume and letter of interest to jstohr@badgerlax.com or Human Resources (drop off or intercampus mail) by no later than 5:00 p.m. on **Friday, September 10, 2021.**

Visit our website at www.Badgerlax.com to learn more about Badger, its history and benefit offerings.

Our Core Values – Driven, Collaborative, Responsive, Innovative and Dedicated

EEO Employer

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