



Badger is a full-line distributor of interior and exterior millwork, cabinets and building products for residential and commercial projects.

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

ACCOUNTING ASSISTANT

- Main daily duties include daily customer invoicing, daily cash posting, vouching vendor invoices and other A/R and A/P duties.
- Requires a high degree of attention to detail, problem solving and excellent interpersonal skills.
- 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
- 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.
- 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.
- 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, October 14, 2022.**

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

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