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**JOB POSTING: OFFICE  
APPLICATION DEADLINE: UNTIL FILLED**

***Positions & Locations Available:***

- ❑ Office Manager/Accounting Clerk – Irving, Texas

***Qualifications:***

- ❑ High energy, self-motivated, organized, team / people-oriented professional. Effective communication skills
- ❑ Computer use (Knowledge/experience with Microsoft Word & Excel)
- ❑ Experience with operating a multiple line phone system
- ❑ Willing to accept varied tasks and eager to learn
- ❑ High school diploma/ GED
- ❑ General knowledge of accounting & bookkeeping principles
- ❑ Accounts Receivable experience preferred
- ❑ Ability to responsibly and honestly handle financial transactions
- ❑ Typing/keyboard/ 10-key by touch and other office equipment experience Excellent customer service skills
- ❑ Ability to lift up to 30 pounds
- ❑ Valid driver's license/good driving record

***\*Posted 4/10/09***

Inland Truck Parts Company is an equal opportunity employer. We invite all qualified applicants to apply.

*\* Apply directly to the manager of the job posting's store location. Please note that time and travel expenses visit stores for interview purposes will be paid by Inland Truck Parts Company. To inquire whether or not relocation expenses will be paid, please contact your store manager.*

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