



Escapod Trailers, LLC    www.escapod.us  
627 S Main St            (435) 625-0586  
Coalville, UT  
84017

**Job Title: Accounting Clerk**  
**Hours: Full-time on location**

**Description:**

Escapod Trailers is one of the fastest-growing off-road camper manufacturers in the country. Based in Coalville, UT, we are looking for an accounting clerk to join our team.

The Accounting Clerk will report to the Operations Director and be responsible for managing and maintaining the daily financial books of Escapod Trailers focusing around accounts receivable and accounts payable. Specific tasks include (but are not limited to):

**Accounts Payable:**

- Reconcile all inventory transactions/invoices for accurate pricing in Fishbowl (inventory management system).
- Categorize all credit card transactions at month-end.
- Maintain accounts receivable and accounts payable records and keep them accurate
- Assist with month-end reconciliation and provide year-end tax preparation documents as needed
- Enter data, maintain financial records, assist in producing monthly financial reports for the leadership team

**Accounts Receivable:**

- Create invoices for customer trailers to be sent to Escapod Sales/Rentals for payment. Maintain internal accounts receivable records.
- Maintain accounts payable records and keep them accurate
- Enter data, maintain financial records, assist in producing monthly financial reports to the leadership team

**Other:**

- Help maintain customer and vendor records for accounting and payment purposes
- Maintain business licenses and registrations
- Be able to make recommendations for improvement in current practices and procedures
- Other accounting or office management tasks as needed

The accounting clerk must be detail-oriented and be able to adhere to deadlines in order to produce the best information possible.

**Qualifications and Requirements:**

- Advanced knowledge of Quickbooks Online preferred; general experience with Quickbooks Online
- Experience with Fishbowl Inventory Management Quickbooks integration a plus
- Advanced knowledge of Excel or Google Sheets and familiarity with the G-Suite
- Bachelor's Degree in accounting or finance preferred. Relevant experience can be substituted for degree
- Strong organization skills
- Strong communication skills - both verbal and written
- Ability to problem solve and ask questions for clarification
- Must be able to work Monday-Friday 8-4:30

**Please send your resume and cover letter to [jobs@escapod.us](mailto:jobs@escapod.us) to be considered.**