



Job Description

Position: Accounting Clerk

Reporting: Credit Manager

Purpose: The Accounting Clerk supports the Accounts Payable and Credit Departments by ensuring accurate processing of vendor invoices, account reconciliations, customer account management, and data entry. This role is essential in maintaining financial accuracy, timely payments, and strong vendor and customer relationships.

Duties and Responsibilities:

Accounts Payable

- Utilize SPEID software to import invoices into the Bistrack server
- 3-way matching between packing slips/POD's, vendor invoices and our system
- Voucher invoices for payment
- Work with other departments to rectify receiving/pricing discrepancies and PO cleanup
- Match supporting documents with check stubs and mail out checks
- Reconcile vendor statements and maintain vendor files
- Vendor point of contact for payment inquiries and account discrepancies via phone or email
- Perform various data entry tasks
- Assist with month end processes and reconciliations
- Perform other duties as required by the Accounts Payable Manager

Credit Department

- Answer phones, direct calls, release orders (BTX & EAL)
- Set up and maintain new & existing accounts in BisTrack & PoR (BTX & EAL)
- Monitor & research new credit applications (NUVO & manual submissions) (BTX)
- Complete external requests for credit references on existing customers (BTX & EAL)
- Enter corrections in BisTrack from the Levelset Job Address FIX report
- Other customer correspondence as needed
- Perform other duties as required by the Credit Manager

Required Education & Experience:

- 1-5 years in AP or Accounting
- Must possess strong oral and written communication, organizational and problem-solving skills
- Manage multiple tasks, meet deadlines in a timely manner
- Must have strong work ethic and dependable

- Detail oriented, professional attitude, reliable
- Ability to work independently and with a team in a fast-paced and high-volume environment
- with emphasis on accuracy and timeliness.
- Proficient in Microsoft Excel and Outlook
- High school diploma

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.