



## JOB OPENING – Full-time Accounting Assistant / Receptionist

Walsh Door & Security is seeking a full-time Accounting Assistant / Receptionist to be a part of the team at our Des Moines location. We specialize in commercial doors, frames, hardware, cameras, and access control systems for projects throughout the Midwest. Walsh Door & Security is a growing company with 115+ employees and three locations – Des Moines, Iowa City and Kansas City. If you have a desire to work for a 150+ year old Midwest-based company and enjoy working in a fast-paced environment, this is a great opportunity!

### Job Description:

- Answer and direct incoming calls.
- Perform accounting functions including daily accounts receivable deposit and billing.
- Assist with Accounts Payable.
- File office paperwork.
- Open and sort daily mail / faxes.
- Reconcile company credit card transactions and code expenses.
- Greet customers and make them feel welcome.
- Complete and mail construction project close-out documents.
- Process collection letters.
- Process credit applications.
- Process customer credit cards payments.
- Setup new construction projects.
- Assist company executives with various duties, as assigned.

### Job Requirements:

- Bachelor's degree preferred (completed or in process)
- Proficient in Microsoft Office applications – specifically Excel.
- Ability to be flexible and react constructively with a positive attitude to multiple demands, shifting priorities, and unexpected events.
- Individual must be committed to excellence in cleanliness, organization, follow up, and communication.
- Must have proven ability to handle large workload, multitask, and maintain a positive attitude.
- This is a “hands on” accounting support position. The successful candidate must have strong desire to learn and develop a good understanding of the commercial door and hardware business.
- Must be extremely dependable with an exceptional work ethic.
- Strong verbal and written communication skills.
- Strong organizational skills.
- Professional ethics, tact, and courtesy when dealing with customers and employees.
- Must pass pre-employment drug screen and security background check.

### Benefits:

- Health Insurance – Highly competitive, quality health insurance for single- or family-coverage options available with full-time positions. Company pays majority of premium.
- 401k Savings Plan – Company contributes up to 4% of wages.

150+ YEARS QUALITY,  
SERVICE & SOLUTIONS

#### DES MOINES

2600 Delaware Avenue  
Des Moines, IA 50317  
p. 515.262.9822

[WalshDoor.com](http://WalshDoor.com)

#### IOWA CITY

2918 Industrial Park Road  
Iowa City, IA 52240  
p. 319.248.0114

[info@WalshDoor.com](mailto:info@WalshDoor.com)

#### KANSAS CITY

1606 Burlington Street  
North Kansas City, MO 64116  
p. 816.474.4500

# WALSH

## DOOR & SECURITY

- Life Insurance – 100% company paid \$50,000 life insurance policy.
- Short Term Disability – 100% company paid policy.
- Long Term Disability – 100% company paid policy.
- Holiday – 7 paid holidays.
- Vacation – Personal Time Off program starting on hire date.
- Dental Insurance – Delta Dental of Iowa.

To apply or for more information about our company, go to [www.WalshDoor.com](http://www.WalshDoor.com).

Walsh Door & Security is an Equal Opportunity Employer.

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