



JOB OPENING – Accounting Assistant / Receptionist

Walsh Door & Security is seeking an 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 Iowa and the surrounding states. If you have a desire to work for a 155+ year old Midwest-based company and enjoy working in a fast-paced environment, this is a fantastic opportunity! Walsh Door & Security is a growing company with 170+ employees and three locations – Des Moines, Iowa City and Kansas City. This is a full-time position.

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

IOWA CITY

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

info@WalshDoor.com

KANSAS CITY

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



- 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.

Walsh Door & Security is an Equal Opportunity Employer.

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