



Walker River Trucking is seeking an Accounting/Operations Administrator

Walker River Trucking values each employee. Our collective goal is to create happiness and personal fulfillment by making sure that our employees and their families feel a sense of caring and connection to the entire operation.

Position Title: Accounting/Operations Administrator

Position Summary:

This position is an accounting/operations administrative role, providing support to both the Operations Manager and Accounting Manager through general office duties such as answering phones, filing, scanning, responding to emails, invoicing, receivables, log maintenance and data analysis. A successful accounting/operations administrator will provide excellent customer service, have strong attention to detail, ability to identify trends/anomalies and high level of organizational skills.

Additional responsibilities include:

- Maintain accurate records (insurance, mileage, overhead costs, billing, invoices, proof of delivery, and a database on all vehicles)
- Maintain, manage and routinely inspect vehicle logbooks and ELD reports
- Maintain meticulous records of all load information
- Perform invoicing, monitor payments and collections, demonstrating good customer service
- Work closely with truck drivers, vendors, and all internal departments, adhering to internal controls and procedures
- Ensure compliance with all DOT FMCSA laws and regulations

Job Qualifications:

- Experience in transportation/trucking industry preferred, but not required
- Accounting experience preferred, but not required
- Willingness to learn new areas of expertise required to perform duties
- High School Diploma

This is a full-time salary position that offers a rich medical, dental, and vision health plan as well as Health Savings Account and life insurance after completing a 3-month measurement period. Walker River Trucking 401(k) is available after completing plan requirements.

As a condition of employment each employee must comply with the company's Drug Free Workplace Policy and must successfully pass a pre-employment drug and alcohol test.

Walker River Trucking provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or genetics. In addition to federal law requirements, Walker River Trucking complies with applicable state and local laws.

Qualified applicants should submit their resume to us via email to jangle@periandsons.com online at <http://periandsons.com/careers.php> or apply in person at 102 N. McLeod Street, Yerington, NV 89447