



## Accounting Assistant/ Receptionist

### Overview

Foundation Technologies, Inc. is a family-owned manufacturer & distributor of deep foundation construction products. Contractors & engineers rely daily on our best-in-class products, industry leading technical expertise, and on the ground field support for a wide range of deep foundation applications. A 6x consecutive recipient of Great Place to Work®, FTI has tightknit family culture, where team members are deeply cared for and empowered to work in their highest and best gifting in atmosphere that supports professional & personal growth.

### Job Summary

The Accounting Assistant and Receptionist will provide essential administrative support, manage front-office duties, and assist the accounting department with clerical tasks. This role requires strong multitasking abilities, excellent communication skills, and a keen attention to detail. The ideal candidate will be a proactive team player who can manage day-to-day front desk responsibilities while supporting accounting functions.

### Receptionist Responsibilities

- **Answer and Direct Calls:** Greet and direct incoming calls to appropriate departments, ensuring a professional and courteous experience for callers.
- **Customer Service:** Assist visitors, clients, and employees by providing information, answering questions, and handling requests in a timely and professional manner.
- **Mail Management:** Handle packages, incoming and outgoing packages as well as outgoing mail.

### Accounting Assistant Responsibilities

- **Credit Apps:** Process and follow up for completion in a timely manner
- **Scanning:** A/R and A/P invoices, completed credit apps, rental returns.
- **Rentals:** Reoccurring weekly rentals

### Qualifications

- High school diploma or equivalent
  - (Associate's degree in accounting, Business, or related field is a plus).
- Basic understanding of accounting principles and financial processes.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive information with confidentiality and professionalism.
- Excellent verbal and written communication skills.
- Friendly, approachable demeanor and a positive attitude.
- Ability to manage multiple tasks and meet deadlines effectively.
- Strong time management and problem-solving abilities.

**FTI Company Core Values/ Culture:**

- How we serve: **Go the extra mile.**
- How we treat others: **Start with empathy.**
- How we communicate: **Be a straight shooter.**
- How we grow: **Hone your craft and be generous with it.**

<https://www.foundationtechnologies.com/company/culture/>

Foundation Technologies, Inc. offers a competitive salary commensurate with experience and an excellent benefits package. To apply, send resume & cover letter to: [hr@foundationtechnologies.com](mailto:hr@foundationtechnologies.com)