



Acct Clerk

Louisville, Colorado

Zayo Bandwidth is a fast growing facilities-based telecommunications service provider Located in Louisville, Colorado. Zayo is seeking an Accounting Clerk to join its accounting Department.

Responsibilities

- Assist with processing of Accounts Payable, Accounts receivable
- Organize incoming invoices and mail
- Filing/copying/scanning of invoices, billing statement and AP payment backup
- Auditing employee expense reports
- Updating and maintaining journals
- Backup for PO processing
- Other duties as needed

Qualifications

- High School Diploma and 2+ years accounting experience preferred
- Experience with Great Plains Dynamics systems a plus. Must be proficient in Excel.
- Excellent communication, interpersonal, organizational and time management skills are required
- Strong sense of teamwork is highly desired
- Ability to work some evenings and weekends especially at month end
- Knowledge of telecommunications industry a plus

Ideal candidate is able to manage a high-volume workload efficiently and effectively, is self-motivated, with high energy and a strong work ethic. Must have high integrity and be able to maintain confidentiality.

To apply: Please email your resume and cover letter to: jobs@zayo.com

Zayo Bandwidth is an Affirmative Action/Equal Opportunity Employer (M/F/D/V).