



Looking for an exciting accounting opportunity with the chance to be a part of an industry leader???

Mega Rentals, Inc., the Wisconsin leader in traffic control and pavement marking for road construction, is currently hiring an **Accounting Clerk** working from our Corporate office in Madison, WI. This is a career opportunity for someone with experience in a variety of accounting functions.

Responsibilities include and are not limited to: Performing a combination of duties that provide direct assistance to the Controller and the overall Finance Department. The position requires thorough and efficient completion of tasks. Monitors and updates AP spreadsheets; reviews, monitors, and sets-up hotel accounts. Keeps up-to-date on 1099 laws and sales tax laws. Provides administrative support to office staff as needed. This position also frequently communicates with individuals both internal and external to the organization.

The ideal candidate will have the following skills and qualifications:

- Associate's degree in Accounting preferred and/or equivalent experience
- A minimum of 1 year of Accounts Payable experience required
- Proficiency in Microsoft Excel, Word, and Outlook required
- Knowledge of administrative and clerical procedures
- Efficient time management skills
- Strong verbal and written communication skills
- Customer service focus
- Strong organizational and planning skills
- Ability to work independently while supporting a team environment
- Maintain high professional ethical standards and confidentiality
- Strong initiative to take on challenges and responsibilities
- Attention to detail, careful and thorough in completing tasks
- Ability to sit for long periods of time
- Constantly operates a computer and other office equipment

At Mega Rentals employees experience:

- Being part of a successful team and exhibiting Mega Rentals Core Values: **Excellence, Dependability, Honesty, Safety, and Teamwork**
- Competitive compensation and benefits
- Growth opportunities through training and development

Apply by visiting our website at megarentalsinc.com/employment to download our employment application. Completed applications need to be submitted to our main office by email or mail.

**Attention: Human Resources
PO Box 8026
Madison, WI 53708**

**Email: hrinfo@megarentalsinc.com
Phone: 608-222-2247 ext 224**

EEO/AA Employer