



Job Description:

Accounting Specialist

Company Overview: Join our dynamic and growing fence company as an Accounting Specialist! At our company, we pride ourselves on delivering top-quality fencing solutions to our clients. We offer a collaborative and supportive work environment where your skills and expertise will be valued.

Job Responsibilities:

- Work with accounts payable, accounts receivable, and payroll.
- Process incoming payments by check, credit card, and EFT.
- Receive, process, and reconcile statements.
- Prepare monthly financial statements.
- Generate and review monthly reports.
- Prepare and make bank deposits.
- Assist with preparation for annual audits.
- Prepare and distribute annual IRS forms.
- Ensure compliance with internal accounting procedures.
- Maintain accurate records, including ledgers, journals, receipts, and invoices.
- Perform administrative and other tasks as needed.

Work Hours & Benefits: We offer competitive compensation packages along with benefits such as healthcare coverage, retirement plans, and opportunities for professional development. Work hours are typically standard business hours with occasional flexibility required during peak seasons.

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Dental Insurance
- Vision Insurance
- Paid time off



Compensation package:

- Competitive Salary

Qualifications/Skills:

- Understanding of GAAP accounting principles
- Familiarity with Quickbooks, Microsoft Excel, and Microsoft Outlook
- Strong written and verbal communication skills
- Excellent attention to detail in financial data entry
- Outstanding math and research skills
- Ability to maintain confidentiality
- Proficiency with 10-key typing and data entry
- Deadline-driven with excellent time management ability
- Bilingual skills are a plus

Education and Experience Requirements: 1-3 years of general accounting experience 1-3 years of experience working with payroll, accounts receivable, and accounts payable Associate or Bachelor's degree in accounting or related field preferred Experience with SAP or similar ERP software suite

Ability to commute/relocate:

- Cabot, AR 72023: Reliably commute or planning to relocate before starting work (Required)

How to Apply: To apply for the Accounting Specialist position at our fence company, please apply on our website or Indeed posting by submitting your resume'!