

## Accountant

Locally owned & operated waste hauler is looking for a fun, energetic person to join our Team! We are currently hiring for a full time Accountant. Extensive knowledge of QuickBooks is Required.

Duties would include (but not limited to):

- Bookkeeping
- A/R – process client invoicing and payments
- A/P – Create and track bills and liabilities
  - process payments, review and audit expense reports, coordinate expenses with managers
- Payroll – Prepare and process payroll
- Prepare monthly bank reconciliation
- Adjusting journal entries
- Preparation of financial statements
- Manage and process business monthly/yearly insurance policies
- HR duties
  - Manage and process health insurance, employment verification, 401k filings, forms, census
- Provide various clerical and administrative support to management as requested

Expectations:

- Knowledge of accounting principles
- Knowledge and experience with bookkeeping processes
- Proficiency in Microsoft Office
- Ability to prioritize accounting tasks
- Highly organized and detail-oriented
- Ability to interface with staff and management
- Ability to maintain confidentiality
- Problem solving skills with ability to work through accounting challenges

We are a fast-paced company that holds customer service to the highest of standards.

This is a full-time position. M-F 8am-5pm. Pay DOE, Benefits include: Health, Vision, Dental, Accident & Life Insurance, 401(k) with company match up to 3%, Holiday Pay & Vacation Pay

Please email resume to: [lance@liteservices.com](mailto:lance@liteservices.com) to be considered for this position.

Equal opportunity employer. Veteran owned business.