



Staff Accountant

Primary Purpose:

The Staff Accountant reports directly to the Finance/Accounting Manager. The main responsibility of this role is to handle all account payables, payroll, general accounting duties. This position works from 8 am to 5 pm Monday through Friday in the Accounting Department.

Description of Duties:

- Processing of accounts payable including expense reports and credit card bills
- Processing of payroll for multiple payrolls.
- General accounting duties for Allen Engineering Corp and related companies

May at times be asked to answer phones and help with visitors.

Requirements:

BS in Accounting

1-2 years accounting experience

Experience working with the Microsoft Office Suite of products required.

Experience with ERP system and QuickBooks preferred.

Attention to detail and willingness to learn new skills is a must

If interested in Applying for this position please see Suzie in HR.

