



ACCOUNTING SPECIALIST

ETAN Industries, Inc. is a privately owned company that has been in business for nearly 40 years. ETAN Industries is a dynamic organization seeking an experienced accounting specialist to join its team of dedicated employees. Viable candidates should have a broad background in various accounting disciplines and an absolute ability to deliver in a rewarding, fast-paced environment.

Responsibilities:

- Full cycle accounts payable, including vendor, employee expense, and trust payments issued out of multiple bank accounts.
- Tracking/processing of expenses charged on the corporate AMEX credit cards.
- Balancing and journal entry preparation related to multiple trust bank accounts.
- Trust overpayment and refund processing
- Bank Reconciliations
- Other tasks, as assigned

Requirements:

Minimum of three years of accounting experience, knowledge of accounting software and Microsoft Office (Excel, Word and Outlook) is required. Undergraduate four-year college degree in Accounting, preferred. The successful candidate will be accurate, efficient, organized and detail oriented. Needs to have a good work ethic, be flexible with receptiveness to change and desire to work in a team-oriented environment.

Benefits:

Medical insurance
Dental insurance
Life insurance
Vision insurance
401k with company match
Free parking
Vacation & Holidays

ETAN Industries is an Equal Opportunity Employer