Pine Belt
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Job Announcement

Staff Accountant: Reports to the Accounting Manager • Provides entry and middle level administrative and financial support services • Works closely with other accounting and bookkeeping personnel, internal departments, and external parties.

Duties and Responsibilities generally include but may not be limited to:

- Process payroll and maintain all employee records including payroll, tax, and benefits.
- Manage employee benefits including 401(k) and insurance programs.
- Process Accounts Payable invoices and W-9 verifications as needed.
- Process Accounts Payable Check Run and monitor when invoices are due.
- Post journal entries and reconcile general ledger accounts as needed.
- Prepare and submit required regulatory, compliance, and governmental reports.
- Prepare and file federal, state, and local tax reports and remit payments.
- Assist with multiple audits and account reconciliations.
- Assist with financial statement review.
- Assist Accounting Manager with month-end closing process.
- Act as back-up to Accounting Clerk and Accounting Manager.
- Additional duties as assigned.

Qualifications:

- Bachelor's degree in Accounting or Finance is required, or an Associate's degree in Accounting may be considered with the right experience.
- Knowledge of generally accepted accounting principles.
- Proficiency in Microsoft Office products (Word, Excel and Outlook).
- Strong analytical problem-solving aptitude with creative solutions.
- Ability to efficiently organize work with large amounts of information.
- Keenly attentive to details.
- Ability to manage multiple projects and deadlines simultaneously.
- Ability to effectively and professionally communicate with management, peers, co-workers, and outside entities both written and verbally.
- Able to work as a team player.
- Open to development of skills and knowledge.
- Adaptable to change.
- Excellent customer service.

Job Type: Regular Full-time, Exempt

Pay Range: $50,000 to $60,000 Annual Salary plus benefits.

Work Location & Hours:
3984 County Road 32, Arlington, AL
Normal office hours are 7:30 AM to 4:30 PM, with a 1-hour lunch. Occasional overtime may be required.

Desired Start Date: As soon as possible.

Benefits: Employer paid major medical, health, dental, vision, and prescription drug coverage with employer subsidized costs for employee's dependents; Paid Holidays; Accrual based paid-time-off program; Qualified Section 125; Profit Sharing with a 401K 3% Safe Harbor Provision; Other details to be discussed during interview.

To apply visit www.PineBelt.net/careers and select "Apply Now"