

P&R Specialty Job Post

Accountant

P&R Specialty, Inc., a leading supplier of spools and reels to the wire and cable industries for 30 years, is seeking an Accountant to join their growing team. The Accountant is responsible for performing a number of general accounting activities including posting general ledger transactions, reconciling general ledger accounts, posting daily cash transactions, credit and collections and administrative activities in support of the human resources function.

Key performance objectives in order of priority are:

1. Assisting with timely closing of the general ledger and the accurate production and review of financial reporting to ensure the management team has the data to make informed decisions.
2. Executing HR related transactions to support payroll and benefit administration and assist with meeting the company's HR compliance requirements.
3. Posting daily cash transactions timely and accurately to assist in cash flow management.
4. Assisting with customer credit and collections to improve DSO and customer relationships.
5. Reviewing and verifying the accuracy of customer and vendor invoices to ensure proper data entry.

Qualified candidates will possess well developed Microsoft Office and data entry skills and a thorough understanding of the general ledger, payables, receivables, inventory, accruals and credit/collections processes. Associate Degree in Accounting and two + years previous experience working in an accounting capacity are a must. In this position, dedicated individuals with attention to details will succeed.

P&R Specialty is located in Piqua, OH. Qualified candidates should submit their resume and compensation requirements to talentmatchhr@yahoo.com.