

<b>Job title</b>	Accountant and Human Resources
<b>Location</b>	Allen, Texas

### **Job purpose**

This position is responsible for assisting the accounting department and to provide employee benefits administration.

### **Duties and responsibilities**

- ◆ Assists in various accounting functions as needed
- ◆ Responds to customer and vendor questions
- ◆ Maintains record of fixed assets and depreciation
- ◆ Processes accounts payable and accounts receivable
- ◆ Assists with client tax processing files
- ◆ Administers company benefit plans
- ◆ Processes employment applications, offer letters, and assists in other recruiting activities
- ◆ Examines employee files to answer inquiries and provides information to authorized persons
- ◆ Compiles data from personnel records and prepares reports
- ◆ Prepares and files reports of accidents and injuries at establishment
- ◆ Other duties as needed or required

### **Qualifications**

#### **Education:**

- ◆ Bachelor's degree or equivalent experience

#### **Preferred Experience:**

- ◆ 1 year in accounting field

#### **Required Skills:**

- ◆ Financial management
- ◆ Ability to work with mathematical concepts
- ◆ Relationship management
- ◆ Ethical Conduct
- ◆ Thoroughness

### **Conditions of Employment**

- ◆ Background check
- ◆ Drug Test
- ◆ Work Status

### **Work Schedule**

- ◆ Full-time/Days

Please submit your resume along with an application [here](#).