

POSITION **Accounting Specialist**

LOCATION US Steel Tower, Downtown Pittsburgh

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process customer payments
- Import data from banks
- Compile and sort documents, including invoices, purchase orders and checks
- Verify and post details of invoices to ledgers including the generation of payments to vendors.
- Audit invoices against purchase orders approving correct charges.
- Research vendor discrepancies and file disputes.
- Monthly filing of various State and Federal taxes and surcharges

MINIMUM REQUIRED

Minimum Associates Degree in Accounting related field. Bachelor's Degree preferred. Two years of work experience required.

ADDITIONAL REQUIREMENTS

Applicant should possess working knowledge of basic accounting functions. General understanding of PA Sales and Use tax is helpful. Applicant must be punctual, organized, focused, and accurate with high volume of numbers. Attention to detail a must. Must be a fast learner with a strong work ethic and possess the ability to work effectively in a very fast paced environment. Proficiency required in Word, Excel, & email applications.

STARTING SALARY RANGE

Two Years Work Experience	Associates Degree	\$15.00/ hour first 90 days \$16.00 / hour plus benefits after 90
Two Years Work Experience	Bachelors Degree	\$16.50/ hour first 90 days \$17.00 / hour plus benefits after 90
Four Years Work Experience (Supervisory Position)	Bachelors Degree	\$18.00/ hour first 90 days \$20.00 / hour plus benefits after 90

TO APPLY

To be considered for a position applicant should compile the following items:

- Cover letter of Interest
- Updated Resume
- Copy of College Transcript

Send items in one email to: acctjob@fullservicenetwork.com. You will receive an acknowledgment as your items are received.