

Job Summary

Order Number:

NY1411210

Date Job Order Received:

03/10/2022

Number of Openings:

1

Company Name:

Niagara Coatings Services

Job Title:

Accounting Assistant

Minimum Experience Required:

3 years

Job Description:

Niagara Falls. Accounting Assistant. Niagara Coatings Services. Monthly reconciliation of bank accounts. Accounts Payable Reconciliation and processing of intercompany accounts Quarterly processing of sales tax. Monthly reconciliation of various trial balance accounts (prepaid assets, accrued liabilities) Completion of reports and projects at the direction of the Office Manager Assistant to the Office Manager Administrative support. Knowledge of Quick Books helpful. Prior experience in Construction accounting helpful. To apply, contact the employer by email: Email: GCalandrelli@NiagaraCoatings.com

Job Location:

Niagara Falls, New York

Pay:

\$18.00 Hourly

Benefits:

Health Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by email:

Email: GCalandrelli@NiagaraCoatings.com