



Accounting Associate

Location: Slidell, LA

Work Hours: M-F 8 am-5pm

Non-exempt position

To Apply: Send Resume and Cover Letter to careers@gaylordchem.com

The basic responsibilities shall be assisting the Accounting Manager in support of duties for weekly and month-end processing.

- Assisting with sales tax filings, accounts receivables, accounts payables, and fixed assets.
- Assists in entering, balancing and reconciling GL accounts, preparing reports, collecting and maintaining detailed records.
- Review and update information in accounting systems, perform analyses and verify data for accuracy and completeness.
- Perform data entry relative to designated accounts.
- Perform standard review of accounts for proper handling of transactions, including review of Accounts Payable batches.
- May perform other office related tasks including but not limited to reception duties, scheduling and/or records.
- Perform other duties as assigned.

Education

- Minimum of an Associate's degree in Accounting; pursuit of Accounting 4-year degree preferred.

Experience

- **Minimum of two-three (2-3)** years of data entry experience processing accounts payable, accounts receivable, sales tax reporting and GL entry.
- Working knowledge of basic accounting principles and practices.
- Working knowledge of invoicing procedures.
- Working knowledge of relevant state, federal, and local regulations.
- High level of proficiency in MS Office, primarily EXCEL and popular accounting software.

Other skills required:

- Excellent oral and written communication and interpersonal skills.
- Excellent organizational skills
- Ability to identify problems or potential problems and develop and implements solutions.
- Attention to detail
- Accuracy in data entry
- Self-starter
- Works with minimal supervision
- Innovative/creative
- Flexible/ adaptable
- Ability to work under pressure

Gaylord Chemical is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, pregnancy, genetic conditions, status as a protected veteran, or status as a qualified individual with a disability.