

## **Accounting Associate-Gaylord Chemical Company, LLC**

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.
- Hourly payroll timecard processing every two weeks.
- 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, payroll processing 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.
- Familiar with a payroll processing system
- 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

Location: 106 Galeria Blvd. Slidell, LA 70454

Work Hours: M-F 8 am-5pm