

Job ID: 397
Job Title: Accounting Staff Member
Degree Requirements: High School Diploma
Years of Experience: 2
Type of Position: Direct Hire
Location: Roswell, GA
Salary Range: Depends on Experience & Expertise
Travel Required: <10% (Local Only)

Do not assume that we know anything about your employers. PLEASE HELP US HELP YOU by telling us what your employers do to make money. One or Two sentences will help us help you.

In today's world let your potential employers want to know what your **US IMMIGRATION STATUS** is { Citizen, Permanent Resident / Green Card }. Please state this on your resumé.

We are working with a small Accounting & Business Consulting company located in the Roswell, GA area to identify candidates for an early career Accounting Position. The company provides Health Insurance & a 401k with 3% match.

MUST HAVE REQUIREMENTS for this position are:

- * High School Diploma
- * 2 years work experience in an Accounting related position
- * Ability to effectively & professionally interface with clients to provide correct information{ email, in-person, telephone }
- * Computer literacy { Word, Excel, Email, Data Entry }
- * Ability to work with direct supervision of business owner & others in the business

PLUSSES in this position are:

- * Associates Degree in Accounting
- * Payroll Processing experience & expertise for small { <100 employee clients }
- * Have dependable transportation & be able to travel to local { Atlanta, GA } clients

The RESPONSIBILITIES of this POSITION INCLUDE, BUT ARE NOT LIMITED to:

- * Data Entry of payroll information
- * Travel to client sites to acquire & deliver completed work
- * Answer client questions & assist client in understanding information that is provided
- * Complete all work with specific required processing cycles & time frames

If you meet these requirements & wish to be considered for this position, send your resumé, that **includes what your employers do to make their money,** to us in a Word document without Headers / Footers, or Text Boxes at Resumes AT PinnaclePlacementGroup.com mentioning the **Job ID** & the **Job Title** in the subject line of your email.

*** ALL CLIENTS REQUIRE, BACKGROUND CHECKS & DRUG TEST AS A PART OF PRE- EMPLOYMENT HIRING PROCESS.**

In your email or cover letter, please provide us a short narrative detailing your experience & expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

Applicants for employment are to be considered for employment based on the individual applicant's qualifications & without regard to race, color, creed, gender, age, disability, national origin, religion, veteran status, uniform service member status, marital status, sexual orientation, citizenship status, genetic information, or on account of membership in any protected category under federal, state, & local laws.