

Ashley Lighting – Truman, AR

Full Job Description

Ashley Lighting is looking for an experienced Accounting Specialist to join our team. We are an industry leader in manufacturing/distribution of lighting for the hospitality industry. We are a family owned business celebrating our 36rd year in business.

Duties and Responsibilities:

- Cover critical department functions in the Controller's absence
- Submit monthly sales tax returns and payments for multiple states
- Input vendor invoices into payables system
- Generate weekly check runs for vendors and occasional on-demand checks
- Maintain weekly wire transfers for international vendors
- Generate daily invoices for customer orders
- Daily calculation and input of sales representative commission payments
- Various tasks as assigned by Controller

Qualifications/Requirements:

- Bachelor's Degree (Preferred)
- Problem-solving
- Strong organizational skills
- Very detailed
- Excellent verbal and written communication skills
- Excellent computer skills

Job Type: Full-time

Pay: \$40,000.00 - \$50,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Trumann, AR 72472: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Experience:

- Accounting: 2 years (Required)

License/Certification:

- Bachelors of Science Degree in Accounting? (Required)