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CUSTOMS BROKER, INC.

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IMMEDIATE JOB OPENING

ACCOUNTING SPECIALIST

We have an opening for a full-time accounting specialist to begin immediately. The successful applicant will have a recent 2-year accounting degree or minimum 4 years experience in a computerized accounting environment to include invoicing, A/R, check register, A/P, collections, cash forecasting, and end of month closing. Data entry and clerical skills, such as collating, filing, and document organization, are mandatory, and comprise about half the work. Strong computer skills including Microsoft Suite and especially Excel are required. Our accounting software is based on Open Systems Accounting Software (OSAS), and knowledge of or experience with OSAS Software would be a strong plus, as would be knowledge of transportation. A 3.25 or better GPA in accounting courses is also a strong plus.

This position reports directly to the owner of this 11 person small business, and has primary responsibility for all the accounting functions listed above, plus supervising a part time assistant. The position requires extensive cooperation with all sections, and some customer contact is involved. Communication and interpersonal skills are essential, as is a friendly attitude.

Our office is just south of Hartsfield–Jackson Airport, only 30 minutes from the I-75/I-285 Cobb Cloverleaf, commuting opposite the traffic in both directions. We are an equal opportunity employer, and we are fully compliant with ADA. Our office is smoke-free, and we have a friendly and nurturing, but highly professional atmosphere. Our industry reputation is outstanding, and our accuracy is 98+%. We take great pride in our quality, and our customers demand it. The invoices and accompanying documents sent to our customers by the successful applicant must be accurate and complete; therefore, the successful applicant must demonstrate an ability to perform data entry accurately under pressure.

Much like tax accountants prepare tax forms and guide their clients through the maze of tax law, a customs broker prepares Customs forms and guides their clients through the maze of Customs law for firms that import into the U.S. Unlike an accountant, though, we collect duties on behalf of the United States and are licensed by the U.S. Treasury Department. As such, we are prohibited by law from employing a convicted felon. We also require candidates to have good credit.

Salary range is \$30-35K annually, plus bonuses. Benefits include paid health insurance, vacation, and sick leave. Interested applicants should e-mail their resume to Lee Hardeman at **leeh@lhcb.com** with “accounting job” in the subject line. No faxes or phone calls please!