



101 Industrial Drive
Grove City, PA 16127

PH: 724.458.6391
FAX: 724.458.4648
pineinstrument.com

Pine Instrument Company has an opening for an experienced accounting professional to assume the duties and responsibilities of Accounting Specialist.

JOB SUMMARY

The Accounting Specialist is part of a three person accounting department that serves six closely related entities. The department is responsible for all Accounts Payable, Accounts Receivable, Payroll, Sales Tax and General Ledger transactions.

QUALIFICATIONS

- High School Diploma
- Proven accounting experience, preferably as an Accounts Receivable Clerk or Accounts Payable Clerk
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, databases and accounting software
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Well organized

PREFERRED QUALIFICATIONS

- Experience working in a manufacturing environment
- Associate's degree or relevant certification

ESSENTIAL FUNCTIONS

The Accounting Specialist has the following general responsibilities across all Pine entities:

- Ensure all activities support GAAP
- Accounts Receivable Processing
- Accounts Payable Processing
- Other administrative and accounting duties as needed
- Credit card reconciliations
- Scanning and uploading documents

THE CHOSEN CANDIDATE WILL ENJOY

- A sound and well-established company
- A healthy work environment
- A family-oriented culture of caring for each other
- A balance of work, life, and family
- A competitive salary with excellent benefits
 - Medical, Dental, and Vision Insurance
 - HRA and FSA
 - Life, A.D.&D, Short-term Disability, Long-term Disability Insurance
 - 401k Match and Profit Sharing
 - Educational Assistance Program



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- Paid Time Off (PTO)
- Unpaid Time Off (UTO)

Thriving at PINE Instrument Company requires embracing Pine's Vision of Success:

Lead with Compassion - Follow with Respect - Interact with Integrity - Labor with Diligence - Invest with Wisdom

We are an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To be considered for this position, you must apply at www.pacareerlink.pa.gov posting 15678980 and follow the instructions provided.