



Job Title: Sales Tax & General Ledger Accountant

OVERVIEW:

The Sales Tax & General Ledger Accountant is part of Pine's 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. The General Ledger & Sales Tax Assistant plays a crucial role in maintaining financial records and ensuring compliance with tax regulations working on sales tax, general ledger accounts, and other activities as assigned

CLASSIFICATION:

Sales Tax & General Ledger Accountant is a non-exempt part-time hourly position that directly reports to the President. This is a 4 to 5 days a week, 3 to 4 hour per day in the office position.

RESPONSIBILITIES:

- **Sales Tax: *Primary*;**
This accounting practice involves recording, managing, and remitting sales tax collected from customers to the appropriate tax authorities. All sales tax compliance will center in this position for Pine. Ensure Pine's compliance to all sales tax regulations.
- **General Ledger: *Primary*;**
Oversee the accurate use of accounts and work with management to ensure month end balances.
- **Accounts Payable (AP): *Secondary*;**
Process invoices, verify accuracy. Reconcile vendor statements and resolve discrepancies.
- **Accounts Receivable (AR): *Secondary*;**
Generate and send out invoices, post customer payments, and manage collections to ensure timely receipt of payments.
- **Financial Reporting:** Assist in preparing financial reports, statements, and summaries for management review.
- **Data Entry:** Accurately input financial data into enterprise system, ensuring all records are up to date and organized.
- **Compliance:** Ensure compliance with company policies, standard accounting principles, and regulations.
- **Assigned:** This position is subject to all other assigned duties by Pine.

QUALIFICATIONS:

- **Experience:** 5+ years of previous experience in general ledger accounting, sales tax accounting or bookkeeping, preferably within a similar role. CPA is not necessary for this position.



101 Industrial Drive
Grove City, PA 16127

PH: 724.458.6391
FAX: 724.458.4648
pineinstrument.com

- **Skills:** Strong attention to detail, excellent organizational and analytical skills, and proficiency in accounting software.
- **Education:** Bachelor's degree in Accounting, Finance, or a related field is preferred.
- **Attributes:** Ability to work independently, manage time effectively, and communicate clearly with team members and external parties.

CULTURE:

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.