

Accounting Assistant

Stahl Sheaffer is currently seeking to hire a full-time Accounting Assistant to join our team in our State College, PA office.

Responsibilities:

- Analyze, produce, and post various client invoices for multiple Project Managers
- Communicate with clients about their accounts receivable status
- Assist the staff with various administrative tasks

Required Skills & Experience:

- Proficiency in Microsoft Office programs
- Prior experience with Ajera or other accounting software programs
- Highly skilled in dealing with financial and numeric data
- The ability to work with and maintain confidential information
- Excellent oral, written, and interpersonal skills with clients, vendors, and colleagues

Minimum Requirements for the Position:

- 2+ years of relevant experience in an accounting or administrative position
- Ability to lift at least 20 lbs.
- A valid driver's license and daily access to a motor vehicle