

Heisman Staffing Resources

<https://heismanstaffing.com/job/accounting-assistant/>

Accounting Assistant

Description

An established specialty chemical manufacturer with multiple facilities in the Houston area is looking for a dedicated Accounting Assistant to join their team!

Responsibilities

In This Role, You will:

- Support accounting operations with AP/AR tasks
- Prepare financial reports and assist with audits
- Manage digital files, inboxes, and data entry
- Communicate with vendors and customers

Qualifications

Ideal Candidate:

- 1–2 years of accounting or finance experience
- Strong Excel and accounting software skills
- Detail-oriented, organized, and a team player
- High school diploma required; associate degree preferred

Job Benefits

What's Offered:

- Competitive pay
- Medical, Dental, Life, Disability, and 401(k) benefits
- Opportunities for growth in a well-established company that's been operating since the 1960s

Hiring organization

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Employment Type

Full-time

Job Location

Houston, TX

Date posted

May 20, 2025