Heisman Staffing Resources

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

Accounting Assistant

Hiring organization
Heisman Staffing Resources

Employment Type
Full-time

Job Location
Houston, TX

Date posted
May 20, 2025

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