

Order Number:

NY1508598

Date Job Order Received:

09/05/2024

Number of Openings:

1

Company Name:

Aries Chemical Inc

Job Title:

Accounting & HR Generalist

Minimum Experience Required:

1 year

Job Description:

Accounting & HR Generalist Looking for a career with a leader in an industry that is providing water treatment solutions to businesses in a wide range of markets? For 38 years, Aries Chemical has provided a unique combination of water treatment equipment and chemicals, allowing us to build strong, long term relationships with our customers from our Beaver Falls, NY manufacturing facility. Summary The Accounting & HR Generalist will perform various accounting, human resources, and administrative tasks reporting to the accounting manager. This position requires effective time management, self motivation, and good communications skills. A strong knowledge of Microsoft Excel is required. Essential Functions Prepare daily cash deposits through the use of a check scan machine. Apply customer payments that come through wire, ACH, and credit card. Process accounts payable invoices, employee expense reports, and other manual check requests. Generate check and ACH payments. Maintain accounts payable files. Reconcile and code EZ Pass, American Express, and Visa accounts by employee. Process trucking trip reports and IFTA mileage reporting. Maintain all accounts receivable and accounts payable files. Answer calls and e-mails related to accounts receivable and accounts payable. Track project costs and project labor hours. Enter journal entries for monthly closing. Assist with other month end closing tasks. Maintain company policies and coordinate trainings as needed. Process and track dental, safety shoe, and safety glasses claims and re-imbursements. Assist with onboarding of new employees for benefits and policy review. Pick up daily mail at post office. Sort and distribute mail for business. Other administration related tasks as assigned. Preferred Education and Experience Associates or Bachelors degree in Accounting/Human Resources or equivalent experience. Experience in manufacturing and distribution environment. Position Type This is a full-time salaried position. Pay range \$37,000 to \$53,000.

Job Location:

Beaver Falls, New York

Pay:

\$37,000.00 - \$53,000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Jones, Rachael (315) 346-1489

Email: rjones@arieschem.com