



FUTREN HOSPITALITY

Futren Hospitality located in Atlanta/Marietta area is looking for an Accounting Assistant.

The Accounting Assistant performs data entry work and provides clerical assistance to the accounting department under the direct supervision of the Controller. The work involves heavy data entry, the maintenance of account records and files, routine problem solving and the handling of daily banking activities and the performance of duties of a general clerical nature, such as copying and filing. The employee in this position must be able to exercise discretion and use independent judgment in the performance of all daily tasks.

Job Types: Full-time, Part-time

Emphasis on: Accounts Payables and Receivables, general Accounting skills and have both verbal and written communications, professional etiquette.

This employee should have a minimum of 2-3 years' experience with Accounts Payable and Accounts Receivable is a must. Candidate must be a high school graduate or equivalent.

Monday- Friday, 8:30 to 5:30

Please send your resume to jobs@futren.com