



Fire Life Safety • CCTV • Security • Access

Accounting Assistant

Southwest Integrated Solutions (SIS) is seeking a qualified Accounting Assistant who wants to further their career and climb the ladder with growing and reputable company.

Requirements:

- Minimum of 2 years of experience.
- Ability to assist in in daily accounting functions. Accounts payable, Accounts Receivable, Monthly Sales Tax, Payroll / Timesheets, monthly reports, etc.
- Quick Books Enterprise- Contractors knowledge preferred.
- Basic Computer Skills.
- Microsoft Word and Excel knowledge.
- Answer phones / Strong phone skills.
- Filing paperwork.
- Follow verbal and written instructions from supervisor.
- Self-Motivated

Additional:

- Ability to work independently as well a part of a team.
- Must pass a drug test. SIS is a drug and alcohol free company.
- Wage is based on experience.

Benefits Available:

- Medical
- 401K
- Paid vacation and holidays



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www.swi-solutions.com

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