



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Staff Accountant (TS-122021-01)

Location: Benton, Illinois

Salary: TBD, depending on experience

Job Description

Employer in Benton is seeking candidates for a full-time Staff Accountant position. Ideal candidate must be familiar with Quickbooks, Microsoft Office, and able to learn software used in day-to-day work. Candidate will complete standard accounting responsibilities including:

- reviewing financial statements for accuracy and legal compliance;
- preparing and filing tax returns;
- entering accounting related-information into business logs;
- inspecting accounting records for accuracy;
- organizing and updating financial records;
- recommending ways to reduce costs and enhance revenue for clients;
- performing monthly bank settlements;
- preparing documentation for external auditors, etc.

Requirements

Candidate must be familiar with Quickbooks and Microsoft office. Candidate will also be required to pass background check and drug screen tests.

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to TenaStuder@mantracon.org

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