



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 [EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

**Man-Tra-Con Corporation is a member of the American Job Center Southern Illinois,  
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