

Accounting Assistant

Saunders Yachtworks, Gulf Shores, AL

The primary responsibility of this role is to provide general accounting assistance to the Accounting Department and to provide back up support to the Front Desk Receptionist on an as needed basis.

Responsibilities include:

- Import timecards and update billable hours spreadsheet
- Prepare past due AR spreadsheet and contact customers to collect payments
- Process payments for customers
- Maintain project delivery spreadsheets
- Send out monthly customer statements
- Reconcile GL accounts
- Prepare storage billings
- Reconcile open vendor returns and unmatched receivers
- Review and enter timecards for service employees
- Assist in compilation and audits
- Assist with month-end and year-end closing processes
- Assist in answering phones and providing back up support for front desk receptionist

Qualifications:

The ideal candidate will have a High School Diploma/GED, proven experience working as an accounting assistant or similar role, strong knowledge of accounting principles and practices, proficiency in accounting software and excellent computer skills including all Microsoft office software (specifically Excel), excellent attention to detail and accuracy, strong analytical and problem-solving skills, ability to work independently and meet deadlines, and excellent communication skills, both verbal and written.

Benefits include medical, dental, vision, life insurance, along with 401(k), Paid Time Off (PTO), and paid holidays.

Saunders is an EEO Employer and does not discriminate in any of its hiring practices and operates a drug-free workplace. Candidates must pass a pre-employment physical, drug screen, and background check.

Company Description:

Saunders Yachtworks in Gulf Shores, Ala., is the premier full-service boatyard on the Northern Gulf Coast. Our 150-ton Travelift attracts customers from Florida to Chicago to the Texas coast. Services include all aspects of vessel refit and repair including authorized diesel engine dealerships in-house. Founded in Mobile, Alabama, in 1959, Saunders has many years of experience in marine engine service and boatyard operations. This is a great opportunity for you to join an exceptional team!