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S AND Y INDUSTRIES

Accounting Assistant

Employer

S&Y industries
606 Industrial Blvd
Winfield, KS 67156

About Us

S and Y Industries is searching for a full-time motivated Accounting Assistant who is an excellent multitasker with exceptional communication and time management skills. Accounting Assistants can expect to assist the Accounting department with accounts payable, accounts receivable, data entry, processing, and recording transactions, updating the ledger, and assisting with audits or fact-checking. You should be thorough, accurate, and honest with good bookkeeping skills.

To be a successful Accounting Assistant, you should have an understanding of basic accounting principles and proficiency with computers and software, such as MS Excel or QuickBooks. You should be trustworthy, efficient, and organized and be a team player.

We offer excellent health, dental, vision, life insurance, PTO and 401K.

Pay will be competitive based on candidate's skills, years of experience and education.

Essential Duties and Responsibilities

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.



ABOUT S and Y INDUSTRIES, INC:

S and Y Industries, Inc. is an Electronic Contract Manufacturer providing comprehensive electronic design, production, and product management services. We have over 35 years of experience with hundreds of satisfied customers.

S and Y offers complete turnkey solutions from engineering to systems integration and order fulfillment. S and Y provides individualized, focused solutions to customers in a broad range of industries. Total customer satisfaction is provided through teamwork, defect free product delivery, continuous product improvement, and with just-in-time manufacturing.

Any offer of employment is contingent on the successful completion of a background investigation.

TO APPLY:

Candidates may apply by filling out application at our facility:

**S and Y Industries, Inc.
606 Industrial Blvd,
Winfield, KS 67156**

Or you may send letter, resume, references, and salary requirements to:

john.foust@sandyindustries.com or info@sandyindustries.com

To learn more about S and Y Industries, visit our website at www.sandyindustries.com

