



## GENERAL ACCOUNTING ASSOCIATE

### Job Summary

Utility Pipeline is seeking a General Accounting Associate for our Canton, OH office. This is an entry-level position. This motivated individual will handle accounts receivable information, assist with accounting related tasks, and provide support to the accounting team. Must be able to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness. This is a full time position with benefits.

### General Responsibilities

- Receive and input accounts receivable information
- Manage daily cash
- Assist with accounts payable records
- Manage monthly bank reconciliation statements
- Miscellaneous accounting functions

\*The company reserves the right to add or change duties at any time.

### Job Qualifications

- Education: High school diploma or equivalent
- Experience: Knowledge of accounting processes is a plus

### Skills

- Excellent verbal and written communication
- Time management
- Data entry
- Problem Solving
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Critical thinking
- Active listening

For more information or to apply through our website, check out <https://www.utilitypipelineltd.com/careers>.