

Assistant Controller

Busy and growing Oil Field Service Company in the West University area is seeking an experienced Assistant Controller for this newly created position.....

Overview

- Strong Quick Books and accounting expertise with 3-5 years of experience required.
- Financial reporting and bookkeeping.
- Ability to work under tight deadlines while maintaining accounting integrity and accuracy.
- Works closely with other office staff and owner to ensure completion of reports and publishing readiness.
- Strong organizational skills while maintaining flexibility to re-prioritize responsibilities.
- Supervises Accounting Clerk position.
- Ability to work in a team environment. Works closely with other office staff to ensure deadlines are met and work is completed.
- Other duties may be assigned by Owner.
- Compensations commensurate with experience.

This is a newly created position with the potential to advance to a Controller. To be considered for this position, candidates *must* possess a Bachelor's Degree in Accounting or Business with strong accounting background.

Professional references and background check required.

Benefits

Medical and supplemental insurance available after 90 days. Vacation accruals start on first day of work. Paid holidays.

Please email your resume and cover letter to:

Will Brown at wbrown@tprllc.net or fax your resume to Tammy Clark at (800) 256-7823.



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