



BESTAR LLC is part of the BESTAR Steel Group, a global steel service center headquartered in Remscheid, Germany. For over 45 years our organization has been supplying specialty steel to manufacturers of industrial saw blades, knives, and tools for various cutting applications.

At BESTAR in Atlanta we are responsible for sales and customer service in North, Central and South America. Our office is located near GA-400, Exit 6 (Northridge Road). We are a multilingual and highly motivated team, and a professional yet enjoyable working environment is important to all our team members.

We have an immediate opening for a part time

ACCOUNTING / BOOKKEEPING ASSISTANT

(20 hours per week, Mon-Thur, between hours of 8 am – 2 pm)

Please find details on the following page.

Should you be interested in this opening please email your resume to **jobs.us@BESTAR-STEEL.com**. Only qualified candidates and candidates eligible to work in the U.S. for any employer will be considered.

BESTAR LLC

400 Northridge Road | Suite 580 | Atlanta, GA 30350 | Phone +1 (770) 801-8855

jobs.us@BESTAR-STEEL.com | www.BESTAR-STEEL.com

Position	Part-Time Accounting and Human Resources Assistant
Responsibilities include, but are not limited to:	<ul style="list-style-type: none"> - Support Accounting Manager with administrative tasks and junior-level accounting duties: <ul style="list-style-type: none"> - Check deposits - Posting of cash receipts and incoming wires against A/R invoices - Posting of A/P invoices and outgoing payments - Mail outgoing checks - Monthly credit card reconciliations and expense approvals - Preparation of ad hoc schedules - Distribute mail - Vendor documentation, such as W9s - Support Human Resources functions: <ul style="list-style-type: none"> - Employee benefits administration – health, vision, dental, HSA, 401k, and similar company accounts - Liaise with benefits brokers - Insurance renewals - PTO tracking
Qualifications:	<ul style="list-style-type: none"> - Associate’s or bachelor’s degree in accounting, finance or related business field - 2+ years of relevant work experience - prior accounting or bookkeeping experience with U.S. GAAP required - experience with accounting software required, ideally Microsoft Dynamics - experience with Rydoo or similar credit card tracking software - familiar with journal entries and month-end close processes - must be comfortable dealing with foreign currencies - must possess general awareness of standard business practices related to accounting and human resources - strong attention to detail - willingness to learn and contribute to team - high degree of confidentiality - solid computer skills with proficiency in Microsoft Office applications including Word, Excel, and Outlook - ability to multi-task, plan, organize and prioritize work - excellent verbal and written communication skills - German language skills beneficial due to German HQ
Benefits:	<ul style="list-style-type: none"> - Health insurance - Vision - Dental - Long term disability - 401k - Life insurance - Flexible spending account (FSA) - Health reimbursement account (HRA) - Voluntary Critical Illness Policy available - Remote work on Fridays - Paid time off (PTO)

BESTAR LLC

400 Northridge Road | Suite 580 | Atlanta, GA 30350 | Phone +1 (770) 801-8855

jobs.us@BESTAR-STEEL.com | www.BESTAR-STEEL.com