



*Steel for the Cutting Tool Industry*

## **Accounting and Human Resources Assistant (P/T)**

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BESTAR LLC is part of the BESTAR Steel Group, a global steel service center headquartered in Remscheid, Germany. Our customers are manufacturers of industrial saw blades, knives and tools for various applications.

Since 2001, BESTAR LLC is responsible for sales in North and South America. Our office is located near GA-400 Exit 6 Northridge Road. We are a multilingual and highly motivated team.

We have an immediate opening for an

### **Accounting and Human Resources Assistant (P/T)**

(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](mailto: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

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[info.us@BESTAR-STEEL.com](mailto:info.us@BESTAR-STEEL.com) | [www.BESTAR-STEEL.com](http://www.BESTAR-STEEL.com)

Company	<b>BESTAR LLC</b>
Position	<b>Part-Time Accounting and Human Resources Assistant</b>
Responsibilities include, but are not limited to:	<ul style="list-style-type: none"> <li>- Support Accounting Manager with administrative tasks and junior-level accounting duties:               <ul style="list-style-type: none"> <li>- Check deposits</li> <li>- Posting of cash receipts and incoming wires against A/R invoices</li> <li>- Posting of A/P invoices and outgoing payments</li> <li>- Mail outgoing checks</li> <li>- Monthly credit card reconciliations and expense approvals</li> <li>- Preparation of ad hoc schedules as directed by Accounting Manager</li> <li>- Distribute mail</li> <li>- Vendor documentation, such as W9s</li> </ul> </li> <li>- Support Human Resources functions:               <ul style="list-style-type: none"> <li>- Recruiting of new staff members</li> <li>- Conduct new hire orientations</li> <li>- Employee benefits administration – health, vision, dental, HSA, 401k, and similar company accounts</li> <li>- Liaise with benefits brokers</li> <li>- Insurance renewals</li> <li>- PTO tracking</li> </ul> </li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>- Associate's or Bachelor's Degree in Accounting, Finance or related business field</li> <li>- 2-4 years of relevant work experience</li> <li>- prior accounting or bookkeeping experience with U.S. GAAP <b>required</b></li> <li>- experience with accounting software <b>required</b>, ideally Microsoft Dynamics Navision</li> <li>- experience with Rydoo or similar credit card tracking software</li> <li>- familiar with journal entries and month-end close processes</li> <li>- must be comfortable dealing with multiple foreign currencies</li> <li>- must possess general awareness of standard business practices related to Accounting and Human Resources</li> <li>- strong attention to detail</li> <li>- willingness to learn and contribute to team</li> <li>- high degree of confidentiality</li> <li>- solid computer skills with proficiency in Microsoft Office applications including Word, Excel, and Outlook</li> <li>- ability to multi-task, plan, organize and prioritize work</li> <li>- excellent verbal and written communication skills</li> <li>- German language skills highly desired due to German HQ</li> </ul>
Benefits:	Potential for full-time employment and career advancement in the future.

**BESTAR LLC**