**Company name:** PET Systems, LLC

**Title of position**: Senior Accountant

**Position type:** Full-time, exempt

**Location:** Dallas, GA

**Overview:**

PET Systems, LLC (PTS) is a multi-discipline engineering firm well established in the Food & Beverage and Bulk Material Handling (Industrial) Industries. We are a close group of like-minded professionals who value our unique culture where everyone takes ownership of the company’s success. PTS is an employee-owned company that provides a path for our outstanding contributors to ultimately become owners. We are currently seeking a Senior Accountant to join our team and train under the Finance Manager with the goal of future promotion into that role.

**Description of responsibilities:**

* Efficiently manage all facets of assignments with the proper direction and mentoring related to the day-to-day financial aspects of the operating company.
	+ Full responsibility for all receivable related items, including but not limited to reviewing and approving all jobs, customer invoicing, billing management, customer communication for collections, credits, etc.
	+ Manage daily bank transactions as needed.
	+ Process weekly ACH payments for approved expense reimbursements and daily bank debits.
	+ Generate, administer & close jobs/projects in the appropriate software packages.
	+ Support for payroll generation, accounts payable entry and other A/P functions as a backup.
	+ Manage financials for RE holding company, PTS Development
	+ Journal entry creation as needed.
* Develop and implement tracking systems related to projects and equipment sales.
	+ Manage proposal tracking process w/margin analysis.
	+ Tracks Project Budget vs Actual/Cash Flow for Large Turnkey Jobs.
	+ Manage Percentage Tracker for recording and invoicing projects.
* Team member for various ongoing & special projects.
	+ Investment committee member for 401k plan review.
	+ Insurance benefits review & administration as it relates to payroll & employee cost tracking.
	+ Company business insurance review.
	+ Annual company valuation.
	+ Limited initial exposure to board meetings.
	+ Weekly/Bi-Weekly manager, decision matrix and other meetings as necessary.
* Meet targets associated with assigned projects including project and equipment related communication, timelines, presentations, etc.
* Applies best practices and pursues customer satisfaction to improve overall company performance and profitability.
* Focus on ongoing training and development related to the Finance Manager role.
* Manages other administrative duties required for small/medium sized company such as phone answering, reception desk greetings and other duties as assigned.

**Required skills and experience:**

* Bachelor’s degree in accounting, finance, or a related field
* 4+ years of accounting experience, preferably in a small business
* Strong understanding of accounting principles and financial reporting
* Excellent analytical skills and attention to detail
* Strong communication and interpersonal skills
* Ability to work independently and meet deadlines in a challenging environment
* Sales tax experience a plus
* Multi member LLC accounting exposure a plus
* Has a strong sense of integrity and manages sensitive and proprietary information in a confidential manner
* Experience with the following tools and technologies preferred with an ability to adapt easily to any new software needed:
	+ Excel, Word, and PowerPoint
	+ iSolved
	+ Sage
	+ Tenrox
	+ Teams
	+ SharePoint
	+ Microsoft Project Operations & Business Dynamics

To apply, please send your resume to **careers@petsystems.com**.

For information on PET Systems, LLC please visit our website at [www.petsystems.com](http://www.petsystems.com).

*PET Systems, LLC* *is* an equal opportunity employer, and all qualified applicants will receive consideration for employment *without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*