

# UNIVERSAL STEEL PRODUCTS, INC.

222 Bruce Reynolds Blvd Suite 530 Fort Lee, NJ 07024 Tel: (201) 731-3551

www.universal-steel.com Fax: (973) 741-6888



**Company Profile:** Universal Steel Products, Inc. is a steel product supply company that has been providing steel and metal alloys for more than 25 years to North American customers through professional acumen, entrepreneurial drive, and customer commitment.

## **Job Title:** Junior/Senior Accountants

Due to our tremendous growth, we are looking to expand our Team.

## **Responsibility Areas:**

The candidate will assist in the daily Accounting duties:

- Assist and participate in monthly closing
- Assist and participate in annual audit
- Review, verify, process Vendor bills into system
- Review, verify, and process cash receipts into system
- Prepare and maintain payable and receivable reports
- Perform Accounting related administrative tasks

## **Minimum Qualifications:**

- Strong written and oral communication skills
- Proven ability to manage multiple projects
- Team player skills
- Detail-oriented
- Must be a self-starter, proactive, flexible, and able to work within and meet deadlines
- Microsoft Office : Word and Excel experience required
- Highly efficient in English speaking and writing skills

## **Preferred Qualifications:**

- Accounting undergrad major preferred
- Quickbooks experience preferred
- Google Sheets experience preferred

We offer our employees a competitive salary and comprehensive benefits package including a Pension plan, health insurance, and subsidized lunch. We are always looking for individuals with the talent and skills required to contribute to our continued growth and success.

**Work Hours:** Full-time in Office (Monday – Friday: 8:30AM – 5:30PM)

## **Apply To:**

Send your resume to [hr@universal-steel.com](mailto:hr@universal-steel.com)