

October 20, 2017



COMSTAR SUPPLY

Comstar Supply Inc. – Collegeville

Part-time Accountant

Part-time

Comstar Supply, Inc. -- Serving the Telecommunication and Utility Industries

Many of our employees feel that we're the best kept secret of the Collegeville area. As a rapidly growing distributor in the telecom industry, we need more top-notch team members to continue our success story that started 23 years ago. Our belief is that when we provide a rewarding, cooperative and challenging environment our employees thrive and our business grows. We invite you to learn more about our culture during the interview process. For full consideration, please include a cover letter with your completed application.

Job Title: Accountant - Part-time

Job Overview: Comstar Supply is a successful materials distributor serving the telecommunication and utilities industries. We have experienced strong and steady growth and are looking for an additional team member to join our Accounting and Finance group. We are seeking candidates that are productive, flexible and willing to provide their insight into process improvement.

Core Responsibilities:

- Bank recs and other assigned general ledger account reconciliations
- Prepare and process GL journal entries
- Prepare assigned expenses analysis and present to department heads
- Create assigned corporate budgets and forecasts and assist departments with their budgets and forecasts
- Credit and collections
- Prepare monthly sales and use tax returns
- Other duties as assigned

Education and Experience:

- Bachelor's degree candidate in Accounting or related field

Approved For Posting
Office of Student Life

- 1-3 Years of Accounting experience.
- Advanced MS Excel User
- Budgeting and Forecasting Experience desired

Key Competencies:

- Accurate and detail oriented with strong analytical skills
- General understanding of Generally Accepted Accounting Principles (GAAP)
- Strong interpersonal skills and customer service orientation
- Ability to remain organized and communicate effectively
- Ability to multi-task and prioritize daily workload

Comstar Supply, Inc. is an Equal Employment Opportunity/Drug-Free Workplace Employer

Job Type: Part-time

Required education: Bachelor's

Required experience: Accounting: 1 year

Apply at: <https://www.indeed.com/cmp/Comstar-Supply-Inc./jobs/Part-Time-Accountant-6cae05109d8b7de0?q=part-time+jobs>