



POSITION: ACCOUNTING ASSISTANT – BATON ROUGE

LANTEC Corporate Training Center, a leader in the corporate training/professional development industry, is looking for a reliable, energetic, dependable, punctual and detail-oriented individual with a proven track record who enjoys being part of a team, and takes pride in their career, to join our fast-paced Baton Rouge location as an **Accounting Assistant**. Founded in 1999, LANtec has experienced continuous growth and market share over the years. Today, we have two Louisiana based training centers and service both local businesses and federal government clients nationwide. To learn more about LANTEC and its services, visit www.lantecctc.com.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Create invoices in QuickBooks
- Enter payables/work orders into QuickBooks
- Match checks with bills for A/P checks
- File paid invoices, account payables, and deposits
- Serve as backup support to Administrative Assistant, including answering phones and front-desk duties
- Collect mail from LANtec PO box as directed
- Prepare bank deposits

REQUIREMENTS/QUALIFICATIONS

- High School Diploma required
- 3 years of experience in QuickBooks and MS Excel
- Proficient in MS Office
- The ability to multitask in a busy working environment
- Professional appearance and demeanor
- Superb verbal and written communication skills, organizational skills, efficient time management
- Ability to handle sensitive information with the highest degree of integrity and confidentiality

PAY/BENEFITS

We offer our full-time employees competitive compensation (range is \$32k - \$37k DOE) and attractive benefits including medical, vision, dental, life, AFLAC supplemental insurance, paid holidays and personal days, retirement savings plan, and a week off between Christmas & New Year's holidays. Social responsibility (volunteer) opportunities and Corporate Wellness incentives are also provided.

APPLY HERE FOR IMMEDIATE CONSIDERATION: Please apply online via <http://www.lantecctc.com/contacts/careers>. Applications lacking a cover letter WILL NOT be considered. *Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.*

LANTEC is an Equal opportunity employer M/F/Vet/Disability.