



Bookkeeper

Company Background

SynTech Research is an independent global development and registration company specializing in environmental testing of agrochemical, bio-pesticide, biocide, and seed products. See www.syntechresearch.com

Job Responsibilities

We are seeking a highly motivated candidate to fill a bookkeeping position at our facility in Stilwell, Kansas.

The applicant should have the ability to:

- Processes all monthly General Ledger activities including AP, AR, and Invoicing in the QuickBooks Accounting System.
- Corresponds with clients and associates within the US to insure proper accounting of all Study Projects.
- Produces monthly reports used for tax purposes, project updates, spend analysis, and budgeting, requiring attention to detail.
- This position requires a good understanding of the General Accounting processes, and requires excellent time management skills to meet all deadlines.
- The applicant must possess good written and verbal communication skills in order to work with clients and associates via the internet and phone.

Requirement and Skills

The candidate is required to possess the following:

- Associates degree in Accounting
- General Ledger
- Accounting Experience especially in the areas of Accounts Payable and Accounts Receivable
- Proficient in Microsoft Word and Excel
- Must have QuickBooks working experience
- Excellent written and verbal communication skills

Effective from: March 2013

Compensation: Will be based on qualifications and experience.

Status: Part-time (up to 25-32 hours per week)

Location: Stilwell, Kansas

To Apply: Email resume to: dstephens@syntechresearch.com