



JOBS WE HAVE TODAY

7-13-2024

1. **Office Assistant/Clerical** – for long **established** family-owned local supply company. **Washington**. 8:30 AM to 5:00 PM. Monday through Friday. \$15.00 per hour. Temp-to-Hire. Client is looking for someone who is interested in long-term employment. Client will interview. **Available immediately**. You will work between the office and the retail store. Some benefits with permanent offer.

Responsibilities:

- Answer phones and greet walk-in customers,
- Check in inventory to confirm contents,
- Filing,
- Keep track of Inventory and periodic inventory counts,
- Learn the products and equipment,
- Place orders with vendors,
- Take orders by phone, fax, or email,
- Assist and communicate with delivery personnel with customer orders.

Qualifications:

- Computer skills helpful especially Word and Excel,
- Will train on proprietary software,
- Client is seeking a detail-oriented, efficient and conscientious applicant,
- Multi-tasker who is good on the phones is a good fit for this assignment,
- Reliable, personable, and flexible.

2. **Staff Accountant/ Bookkeeper** – in **Eighty-Four**. Monday through Friday. Salary commensurate with experience.

Responsibilities:

- Will be working with QuickBooks Pro,
- Enter accounts payable invoices and expense reports, verify proper approval of charges, process payments, and file related documentation,
- Send statements and make bank deposits,
- Other administrative duties as assigned.

Qualifications:

- Knowledge of accounts payable and basic accounting principles
- Proficient in Microsoft Office Suite and aptitude to learn financial reporting system
- Accuracy and attention to detail
- Good organization skills
- Must be able to multi task
- Associates degree in accounting 1-2 years of experience or 3-5 years related experience and high school diploma equivalency
- Experience with account reconciliations
- Familiar with GAAP

3. **A/R-Accounting Associate** - to provide financial, clerical, and administrative services to our client in **Washington**. Monday through Friday. 8:00 AM to 5:00 PM. Temp-to-Hire. \$18.00 - \$25.00 per hour. Benefits with permanent offer.

Responsibilities:

- Maintain up-to-date billing system
- Generate and send out invoices
- Transmit ASN (Advance Shipping Notices) and Electronic Invoices
- Maintain accounts receivable customer files
- Perform research and update customer contact information
- Follow established procedures for processing receipts, cash, etc.
- Reconcile Merchant Statement
- Prepare bank deposits
- Communicate with customers via phone or email
- Research and resolve payment discrepancies
- Initiate contact with customers having delinquent accounts, determining reason and arranging for payment
- Establish open credit accounts, complete W9 forms and new customer profiles
- Work closely with Customer Service department to resolve internal and external customer issues
- Complete weekly and monthly reports
- Assist in answering phones

Qualifications:

- Associate degree in accounting or business administration
- Knowledge of accounts receivable, helpful
- Proficient in Microsoft Office software
- Attention to detail and accuracy
- Experience & knowledge of EDI (computer-to-computer exchange of electronic documents) platform a plus

4. **Preschool Teacher** - in **North Strabane**. Monday through Friday 8:30 AM to 5:30 PM. Salary dependent on experience. Very competitive hourly wage and benefits. Sign on Bonus available. Direct Hire. You will be required to have background checks, drug screens, and fingerprint clearance.
- Responsibilities:**
- General management of the classroom
 - Assist Director with any duties deemed necessary to run your classroom as smooth and as safe as possible
 - Plan and implement daily program activities
 - Maintain a record of ratio in the classroom and follow all policies and procedures
 - Assist with outside activities. (Programs, Staff meetings, Curriculum, Open House)
 - Communicate with coworkers, parents and children
 - Maintain a clean and healthy classroom
 - Follow prepared lesson plans or implement lesson plans.
- Qualifications:**
- Must be able to see, hear, assist and direct each child
 - Keep current required trainings
 - Authentically care for your classroom
 - Degree in teaching education or a related field
 - Must have a minimum of an Associate Degree from an accredited college including 30 credit hours in early childhood education or related field and 2 years' experience
 - The starting salary is negotiable and is determined by the quality of education and the type and amount of experience.
5. **Admin/Customer Service** - for our client in **Greentree**. Company working with workers compensation claims. Monday through Friday 8:30 AM – 5:00 PM. Can be flexible on the schedule. \$20.00 per hour. Temp-to-Hire.
- Responsibilities:**
- Answer phones
 - Schedule appointments
 - Confirm information
 - Maintain document/electronic files and medical records
 - File, scan, and print documentation
- Qualifications**
- Strong customer service skills
 - MUST have experience with workers compensation.
 - Attention to detail and accuracy and must be organized
6. **Sales Assistant** – for client in **Southpointe**. **Direct Hire** opportunity 9:00 AM to 5:00 PM. \$40,000 per year.
- Responsibilities:**
- Assess clients' needs and assist sales person with sending information for suitable products
 - Keep detailed records of all contacts
 - Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message
 - Schedule and follow up for appointments for sales team
 - Make 70- 80 businesses calls per day
- Qualifications:**
- Strong customer service / relationship building background
 - Familiarity with databases preferred
 - Knowledge of Office
 - Excellent verbal and written communication skills
 - Excellent teamwork skills
 - Strong organizational and time management skills
7. **Audit Manager** – **Washington** CPA firm is looking for a manager to handle to local area. No overnight travel. Direct Hire. \$65,000 – 70,000 with Benefit package.
- Responsibilities:**
- Manage and supervise the execution of external audit engagements of various clients in accordance with relevant regulatory and auditing and assurance standards
 - Maintain a working knowledge of and research findings regarding accounting literature trends and technical issues relevant to the client's industry
 - Oversee engagement management including managing the budget resourcing strategy billing and collections and progress against the plan timeline and milestones
 - Set the culture for the team and mentor members in their career development
 - Build and manage client relationships and accounts including driving the client experience on engagements
- Qualifications:**
- Minimum of five years of current and/or recent financial statement audit experience within a public accounting firm with demonstrated supervisory experience
 - Experience with government auditing a plus
 - **Bachelor's degree from an accredited college/university and 2 years accounting experience.**
 - **CPA a plus.**
 - Applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP) U.S. Generally Accepted Auditing Standards (GAAS) and Public Company Oversight Board (PCAOB) Auditing Standards
 - Adhere to the firm's values and code of conduct
8. **Data Entry** - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour UP TO \$18.00 with high volume and actual work experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.
- Responsibilities:**
- General office work
 - Collecting data to enter into the system

- Data Entry of Income Taxes, Real Estate Taxes and Utilities
- Word and Excel skills preferred

Qualifications:

- Good Math or Accounting skills
- Must be able to multi-task

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

9. **Collector for Utility Department** – for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour UP TO \$18.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire Client will interview.

Responsibilities:

- General office work to include: Collections, Customer Service, Data Entry
- Respond to incoming calls from Property Owners
- Word and Excel skills preferred
- Download the water company information for billing

Qualifications:

- Utility experience a plus
- Good Math and computer skills required
- Must be able to multi-task

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10. **Collector for Delinquent Real Estate** – for our client in **McMurray** in their Real Estate Department. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour UP TO \$18.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Collections, Customer Service, Data Entry
- Respond to incoming calls from Tax Payers who have received a notice of taxes due
- Word and Excel skills preferred

Qualifications:

- Mortgage, Title Search, or Banking experience a plus
- Good Math skills required
- Must be able to multi-task

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11. **Clerk for Tax Certification Department** - for our client in **McMurray**. \$17.00 per hour UP TO \$18.00 per hour. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Customer Service
- Respond to incoming calls requesting tax certifications for closings
- Word and Excel skills preferred

Qualifications:

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to multi-task

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12. **File Clerk for Legal Department** - for our client in **McMurray**. \$17.00 per hour. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- Prepare files for Paralegal
- Enter data into proprietary system
- Pull/file documents
- General office duties

Qualifications:

- Good math skills required
- Be familiar with Word and Excel
- Must be able to stand and bend for long periods of time

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13. **Paralegal or Legal Assistant** - for our client in **McMurray**. \$17.00 per hour UP TO \$18.00 per hour FOR LEGAL ASSISTANT. \$18.00 per hour UP TO \$20.00 per hour FOR PARALEGAL. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Customer Service and Data Entry
- You will respond to incoming calls
- Word and Excel skills preferred

Qualifications:

- Mortgage, Title Search, Foreclosures or Banking experience a plus
- Good math skills required.
- Must be able to multi-task
- Paralegal Certification required with minimum one (1) year experience.

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14. **Accounting and Auditing Clerk** — for our client in **McMurray** in their Accounting Clerk Department. Monday through Friday. 8:00 AM to 4:30 PM. \$18.00 per hour UP TO \$20.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Collections, Customer Service, Data Entry
- You will respond to Incoming calls from Taxpayers who have received a notice of taxes due
- Word and Excel skills preferred

Qualifications:

- Mortgage, Title Search, or Banking experience a plus
- Good Math skills required
- Must be able to multi-task

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PART-TIME

1. **Bookkeeper** – in **McMurray**. Monday through Friday schedule flexible hours 24-32 hours per week. \$19.00-24.00 per hour depending on experience. Temp to Hire with Possibility of Direct Hire.

Responsibilities:

- Work with over 200 rental properties, collect payments, and update accounts
- Handle HOA payments and oversee automated payments
- Reconcile 20 bank accounts
- Verify proper approval of charges, process payments, and file related documentation
- Scan documentation and organize files

Qualifications:

- Knowledge of accounts payable and basic accounting principles
- Accuracy and attention to detail
- Good organization skills
- Must be able to multi task
- Minimum Associates degree in accounting with 2-5 years related experience
- Knowledge of Rentvine, Cync, and AppFolio

2. **Tax Preparer** – in **Eighty-Four**. Monday through Friday – client flexible on days and hours. \$18.00 – 20.00 per hour.

Responsibilities:

- Submit tax forms on behalf of clients to pay appropriate amount(s) and maximize the client's return
- Review client income and expenses, audit account details and work as a liaison between client and IRS
- Inform clients or employers on the tax preparation process
- Collect relevant financial records
- Input data from financial records into tax return software or databases
- Use applicable federal, state and local tax law to determine deductions and how much each client will pay or earn on the return
- Complete and file tax documents with appropriate agencies, i.e. IRS, state and local governments

Qualifications:

- Experience with QuickBooks Pro
- In-depth knowledge of applicable tax laws, regulations and deadlines
- Proficiency with common tax preparation, word processing and spreadsheet software applications
- Familiarity with the tax return submission and confirmation process, including how to navigate the IRS and other government entity online platforms
- Excellent customer service skills, including patience and flexibility
- Great organizational skills, including time management
- Proficient in Microsoft Office suite and aptitude to learn financial reporting system
- Accuracy and attention to detail

3. **Payroll Specialist with Human Resources** - highly motivated and detailed oriented individual to assume the role focused on HR functions which include employee relations, company policies, and recruiting/hiring, with opportunities to learn and grow. This individual must be able to effectively communicate, thrive on being challenged by and working closely with their colleagues. A prime candidate will demonstrate the ability to think outside the box and balance a versatile workload. **Washington**. Temp-to-Hire. \$19.00-22.00 per hour. Three days per week 8:30AM – 3:30 PM. Benefits with permanent offer.

Responsibilities:

- Research and respond to employee inquiries via numerous avenues of communication
- Lead the on-boarding process for new hires, which includes all documentation, job posts, and orientation
- Arrange all employee files and keep up to date records
- Oversee benefit enrollments for 408 SEP, voluntary life insurance, and various other benefit options
- Ensure compliance with all applicable Federal, State, and Local laws and procedures
- Maintain thorough and accurate data, notes, memos, and other records regarding employees
- Contribute freely where your expertise can add value to the team and organization by suggesting projects, improvements, or new concepts
- Interpret company policies and procedures

Qualifications:

- Knowledge of Paychex Payroll platform is favorable
- Proficient in Word, Excel, Google Documents
- Bachelor's degree in related fields preferred, but not required
- Transportation or trucking industry knowledge is a plus

4. **Administrative Assistant** – Project for Financial services company in **Upper St. Clair**. Full time schedule with flexibility. Monday through Friday preferably 4-5 days per week 10:00 AM - 4:00 PM. \$18.00 - \$20.00 per hour. Possible Temp-to-Hire.

Responsibilities:

- Assist with transition for changing broker dealers
- Fill out electronic paperwork
- Organize documents and follow up on information
- Work with company administrator and assist with additional administrative duties

Qualifications:

- Must be proficient with Word and Excel
- Knowledge of banking a plus

5. **Admin/Clerical Assistant** - For our client in **McMurray**. 24 hours per week. Wednesday through Friday 8:30 AM to 5:00 PM. \$16.00 per hour. Possible Temp-to-Hire.

Responsibilities:

- Post payments and communicate with outside vendors to verify invoices
- Post entries and assist in monitoring payables and expenditures
- Will train on a proprietary system
- Enter data into spreadsheets
- General office duties

Qualifications:

- Proficiency with Word and Excel
- Some accounting experience highly desirable

6. **Mystery Shopper for Age Group 21 – 25** – to do monthly shopping for stores within various areas in **Pittsburgh and the surrounding areas**. \$19.00 per hour plus mileage. Approximately 4 – 7 hours per route.

Responsibilities:

- Each assignment is to be completed in one day to various stores
- You will conduct mock purchases of tobacco products in convenience and grocery stores. And then record visit results on your smart phone and paper report

Qualifications:

- Client requires shoppers to be between the ages of 21-25 years old
- Must have reliable transportation

Acceptance of DIRECT HIRE positions available through Personnel Staffers, Inc. may require signing an agreement with the hiring company outlining the terms and conditions of employment.



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