Company Information:
HTI Technology, headquartered in LaVergne, TN, is a global company that produces AC and DC motors, electronic control systems, gear motors, and motorized assemblies for appliance, industrial, water purification, entry access, agriculture, recreation and other end markets. With operations in the US and Asia, HTI serves a global customer base with motors and mechanisms that are custom designed to meet their customers’ demanding applications, and manufactured with strict quality control systems.

Job Information:
Recently, HTI has grown through acquisition. With other acquisitions planned in the future, we are in need of extra accounting help. The primary responsibilities for this position are:

- Posting AR payments to the ledger
- Performing bank reconciliations
- Processing accounts payable
- Maintaining Customer and Vendor files
- Assisting with analyses
- 20-25 hours per week
- $15/hour
- Flexible schedule

Qualifications and Experience:

- Advanced accounting skills
- Experience with Microsoft Office
- Strong written and verbal skills
- Prefer working knowledge of Quickbooks or similar accounting platform

Please submit resumes to: jonseago@htitechnology.com