



**Hope Industrial Systems, Inc.**  
1325 Northmeadow Pkwy  
Roswell, GA 30076  
(678) 762-9790  
(678) 762-9789 - Fax

## Open Position – Accounting & Payroll Specialist

<b>Location</b>	Roswell, GA 30076
<b>Status</b>	Full Time, Employee
<b>Travel</b>	No travel required
<b>Salary</b>	Based on experience
<b>Contact</b>	Hope Industrial Systems, Inc.

### Position Overview

Hope Industrial Systems, Inc. (HIS) provides industrial flat panel monitors and touchscreens that have superior quality and up-to-date features that are relevant to industrial applications. A high-growth company in business since 2000, HIS sells thousands of monitors and touchscreens every year to companies like General Mills, Frito-Lay, Kimberly-Clark, and Georgia-Pacific. HIS is looking for an Accounting & Payroll Specialist to join our fast-paced team.

### Responsibilities

- Accounts payable – invoice entry, ACH & check processing, returns processing
- Accounts receivable – invoicing, credit checks & applications, A/R maintenance, receipts, collections, returns processing, customer portal maintenance
- Miscellaneous accounting responsibilities
- Payroll – collection and tabulation of biweekly time sheets, submittal of data to ADP, employee setup and benefits maintenance
- Various clerical responsibilities – expect broad range of responsibilities

### Requirements

- College degree or equivalent work experience
- Organized and detail oriented
- Ability to work quickly and accurately
- General PC skills including MS Windows, MS Word, and MS Excel required; Act, SAP Business One, and ADP Resource a plus
- Accounting and/or payroll experience required

### Benefits

- Competitive pay based upon experience
- Medical, Dental and Disability Insurance Package
- Vision and Life Insurance
- 401(k) plan with automatic 3% employer contribution
- Flexible spending plan
- Paid vacation and holidays
- Career advancement opportunities in high-growth company
- Monday to Friday work week
- Excellent work environment