



## Accounting Specialist The Colony, TX

Have you been looking for a young, growing and award winning company that you can get behind and feel good about the impact it has on sustainability and recycling efforts. Quest is a full service environmental consulting and management group supporting the efforts of Fortune 500 companies seeking to maximize profits, mitigate risks and minimize their ecological footprints.

If you want an opportunity where your efforts make an impact on our business, Quest has a great opportunity in our Accounting department where the Accounting Specialist is responsible for providing accounts payable support for a specific line of business handling specific clients as well as running data reports in the financial system.

We are a small but fast growing company where your role has high visibility up to the C level! Do you want to be a part of a team where your efforts have a significant impact and your efforts will be noticed? We provide a fun, interactive culture that includes wearing jeans every day!

### **The Ideal Candidate Will Be Able To:**

- Process high volume accounts payable
- Organize, prioritize and complete multiple tasks simultaneously with a high degree of accuracy and attention to detail
- Assumes responsibility for performing assigned accounting and related data mining functions
- Process a large variety of documents, reports and records
- Responsible for ensuring accounting principles and policies are met
- Assume responsibility for effectively researching, tracking and resolving accounting or documentation discrepancies
- Ad hoc projects as required

### **ROLE COMPETENCIES**

- Associates Degree in Accounting or equivalent work experience preferred
- Minimum of one to three years of job-related experience preferred



- Experience with accounting systems, databases, and reporting tools (NetSuite experience a plus)
- Proficient in Microsoft Office (Excel, Word, and Outlook)
- Experience in effectively working in a cross-functional environment, interacting with multiple departments
- Responds well in a fast paced, dynamic environment
- Flexible, uses critical thinking skills and open to learning new ideas/skills
- Ability to work the hours to complete the duties of the role
- Process oriented
- Organized with strong attention to detail
- Excellent verbal and written communication skills
- Cooperative and willing to assist others
- Strong interpersonal skills with a customer service attitude
- Positive attitude and team player
- Able to work independently with minimal guidance and as part of a team
- Self-starter with growth potential

#### **Our Employees Enjoy:**

- Benefits Package: Medical/Dental/Vision, 401(k) Plan , Life, STD/LTD
  - Company paid medical insurance for employee –only coverage
  - Company paid Life, Short term and Long term disability plans
  - 401k: Match 100% up to 3% of contributions and vested in the match immediately
  - Employee Stock Purchase Plan
  - Health and life insurance plans eligible 1<sup>st</sup> of month following 30 days of employment
- On site free fitness area
- Paid Holidays and Paid Time Off
- Fun work environment
- Casual business dress, aka jeans!
- Opportunity to be part of a young and growing company
  - Ranked as fastest growing public company in No. Texas (2015)
  - Ranked one of the top 100 largest public companies in TX (2015)