

# Pioneer Title Agency

COMMITMENT TO SERVICE



## Accounting Assistant

**Position Type:** Part-Time

**Location:** Sierra Vista, AZ

### Description:

The Accounting Assistant provides support to the accounting team which handles a high volume of accounts in an energetic, fast-paced environment.

Typical duties of the position may include:

- Sending and receiving wires
- Paying invoices
- Handling multiple bank reconciliations
- Answering phone calls, researching accounting and financial questions quickly and effectively

The Accounting Assistant may be assigned additional tasks in support of the department's goals.

### Desired Qualifications and Skills:

- Experience with high volume accounts payable, accounts receivable, and bank reconciliations.
- Associate Degree in Accounting is an advantage.
- High level organizational skills and attention to detail, verification, and accuracy.
- Strong computer skills with working knowledge of Microsoft Office, especially Excel.
- Quick learning and adapting to transaction software.
- Proficiency in the use of a 10-key calculator.
- Strong math skills, passion for problem-solving and critical thinking.
- Ability to work under pressure and meet deadlines.

### Salary:

Competitive and commensurate with experience, plus a strong benefits package.

### Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to [personnel@ptaaz.com](mailto:personnel@ptaaz.com). Please include "Accounting" in the subject line.

**WHAT WE DO:** Pioneer Title Agency provides title insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through over 70 branches across Arizona.

**WHO WE ARE:** Pioneer Title Agency is more than just a family-owned business – we are a business made up of dozens of actual families and hundreds of friends whose relationships and real estate expertise predate our official founding in 1985.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the communities we serve.

"We are committed to serving each other.

We are committed to serving our customers.

We are committed to serving our local communities."

[www.ptaaz.com](http://www.ptaaz.com)