

## Top Star Group Job Posting

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Position: Accounting Coordinator    Type: Hourly Non-Exempt    Location: League City, Texas

Top Star Group is looking for a highly skilled accounting individual to manage the day-to-day operations of our growing company and its affiliates. The Accounting Coordinator is responsible for performing accounting, bookkeeping, and administrative coordination duties to include, preparing reports, invoices, and financial statements.

This position is currently part-time/25-30 hours per week with the potential to move to full-time/30-40 hours per week.

### Position Summary:

- Maintains company's general ledger with activities that include but are not limited to: recording journal entries, performing reconciliations, and making adjustments and/or corrections as necessary.
- Ensures proper recording/classification of transactions.
- Reviews and ensures compliance with customer and vendor contracts.
- Performs month-end and year-end closing duties to ensure accurate financial reporting (e.g., review accounts receivable/payable, P&L, etc.)
- Processes required tax filings.
- Processes payroll for company employees and contractor payments.
- Assists with special projects for management or other operational areas as needed.

### Required Skills & Knowledge:

- Full knowledge of QuickBooks Online or QuickBooks Desktop
- Microsoft Office: Word, Excel, PowerPoint
- Budgeting
- Report & variance analysis

### Qualifications

- High school diploma or GED required.
- Bachelor's or higher-level degree in Accounting, Finance or Business Administration preferred.
- 2+ year of Accounting experience preferred.
- Retail finance or related experience preferred.
- Human Resources experience a plus.

Pay Range: \$18.00-\$22.00 DOE

Interested individuals may submit resume to Pierr Castillo to [pierr@topstarmarketing.com](mailto:pierr@topstarmarketing.com) or apply via indeed.

TSG is an EEO/AA Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to legally protected status including sexual orientation, gender identity, Women, Minorities, Individuals with disabilities and protected Veterans.