



Video Solutions for Security Professionals™

Mount Laurel, NJ | Norcross, GA

Bookkeeper/Assistant Bookkeeper - Wholesale

Position Type: Full Time/ Entry Level

Job Function: Management/ Administration, Human Resources, Financial Services

Job Description:

LTS is a leading supplier and distributor of security & surveillance technologies to professional installers, system integrators, consulting firms & resellers of all sizes. With six Sales and Distribution Centers in the US, we offer the latest advances of network video surveillance in our comprehensive line of Analog, Hybrid, SDI, and IP solutions.

LTS New Jersey office, conveniently located at NJ Turnpike exit 4, Mt. Laurel, pride ourselves in offering a structured and collaborative working environment where team members can contribute to all aspects of the business. We are always interested in hearing from good talents with proven track records. Come join us and grow with a company that stays ahead. Interested applicants please submit resume to HR@ltsnj.com.

We are actively seeking talented individuals to join our accounting team. This position is open to an individual who is not limited to relocate to other office, such as California or Florida. This position also requires a well-organized, dynamic, and energetic person who can multi-task and solve problems.

Bookkeeping Responsibilities/Requirements:

- All aspects of bookkeeping.
- Bank Reconciliations.
- Accounts Payable and Accounts Receivable.
- General Ledger through financial statements.
- Cash management.

Administrator Responsibilities/Requirements:

- Office Management; supplies, facilities, and general office maintenance.
- Set-up and maintain client files including scanning and filing documents
- Knowledgeable conducting Human Resource responsibilities; recruitment, on-boarding,

LT Security Inc. Please contact HR@LTSecurityinc.com for more information.

employee relations, terminations, etc.

Qualifications:

- Advanced Excel Skills.
- Excellent analytical skills.
- Ability to thrive working in a fast-paced environment.
- Outstanding verbal communication and written English skills.
- Excellent organizational, follow up, professionalism, dependable, excellent accuracy, attention to detail and someone who is a fast learner.
- Motivated self-starter.
- Someone interested in a long-term career.

Benefits:

- Career growth opportunity
- Comprehensive medical benefits, paid vacation, holiday and personal/sick time

Qualification:

- Advanced Excel Skills.
- Excellent analytical skills.
- Ability to thrive working in a fast-paced environment.
- Outstanding verbal communication and written English skills.
- Excellent organizational, follow up, professionalism, dependable, excellent accuracy, attention to detail and someone who is a fast learner.
- Motivated self-starter.
- Someone interested in a long-term career.
- Bachelor's degree or above.