



## Job Openings

July 26, 2019

**Department :** Accounting  
**Job Title :** Accounting Specialist

**Responsibilities will include but are not limited to the following:**

- Manage Manual Inventory Processes
- Perform Physical Inventories
- Prepare Manual Inventory Reserves Calculations and Analysis
- Month End Closing Responsibilities
- Back-up for Accounts Payable

**Qualifications Preferred to meet above expectations:**

- Associates Degree in Accounting/Finance
- 3 Years Accounting Experience
- 3 Years in Inventory processes
- Knowledge of Generally Accepted Accounting Principles and Procedures
- Experience in Manufacturing is required
- Customs/Duties Experience a plus
- Expert in Excel, Word, and other Microsoft Suite Programs
- Must be legally allowed to work in the United States

Hours per week: 40 hours+\*