



Philadelphia Macaroni Company has an immediate opening for an ***Inventory & Accounting Clerk*** to join our team at our ***Grand Forks, ND*** food manufacturing plant.

This is a full time position working 4 days a week, 10 hours per day, Thursday through Sunday.

Summary

Support the Accounting department with gathering and compiling operational data. Assist in maintaining inventories, accounting procedures and processes.

Essential Duties & Responsibilities

- Gather and compile pallet tickets, waste sheets, regrind tickets, and other operational data.
- Enter data into daily report in accordance with time frame.
- Update bar coding (daily production) into SAGE system.
- Interact effectively with plant personnel to solve problems and educate on paperwork requirements.
- Notify Quality Assurance of discrepancies between production paperwork and hold worksheet numbers.
- Investigate accounting and inventory discrepancies – negative lot dates, customer receipt vs. bill of lading paperwork, etc.
- Maintain finished goods, hold, and partial warehouse inventories in system.
- Prepare purchase orders, as needed.
- Maintain accurate filing system of inventory adjustments, bill of materials and related paperwork.
- Locate packaging and conduct cycle counts and inventories on the production floor as needed.
- Perform varied clerical support for the department - emails, fax bill of ladings in PDF format to customers. Make copies and from shipping documents from previous day.
- Maintain logs, Product Action Forms, and update information into SAGE.
- Input Receipt of Goods.
- Assist with month end physical counts on manufacturing floor and warehouse.
- Perform other duties as assigned.

Essential Requirements

- High school diploma or GED equivalent required
- ***1 year of Inventory and Accounting Experience is preferred***
- ***1 year of experience in a Manufacturing environment is preferred***
- High level of computer proficiency in Microsoft Office and Excel ***required***
- Proficiency in SAGE preferred
- Proven ability to multi-task; effective time management skills
- Effective written, verbal and inter-personal communication skills
- Demonstrated abilities with problem solving and attentiveness to detail
- Must be capable of independent work and working as part of a team
- Must have the ability to walk on concrete floors regularly, stand and climb stairs occasionally
- Must be able to occasionally perform work in a hot, humid environment

Our company offers a competitive package including vacation, paid holidays, bonus based on performance, 401(k), health, dental and vision insurance and voluntary STD, LTD, and life insurance benefits

Please email your resume and cover letter to: mthielhelm@philamacaroni.com