



Immediate opening for a full-time **Accounting Clerk/Receptionist**, with some HR duties, to join our team at our **Spokane, WA** food plant. Ideal candidate will be a professional, self-motivated, team player with a positive, can-do attitude.

Job Summary

Perform inventory & factory accounting, front desk and HR duties to support the operations of the manufacturing plant.

Inventory & Factory Accounting Essential Functions:

- Enter data into daily report and in accordance with time frame
- Verify daily production and enter into SAGE system
- Interact effectively with plant personnel to solve problems and educate on paperwork requirements
- 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
- Create bill of lading and verify outgoing shipment
- 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
- Input Receipt of Goods
- Assist with month end physical counts on manufacturing floor and warehouse
- Weekly reconciliation of outside warehouse
- Perform other duties as assigned

Front Desk Essential Functions:

- Answer switchboard and screen calls in a professional and courteous manner
- Coordinate all incoming and outgoing mail for the facility
- Open and date stamp all invoices and distribute for approval
- Maintain inventory of office supplies and order as needed
- Provide administrative support to Department Managers
- Perform other duties as assigned

HR Essential functions:

- Conduct new employee orientations and benefit enrollment for new employees
- Process new hires, terminations and changes in company HRIS (ADP)
- Track accident/incident investigation reports and OSHA logs.
- Actively participate in employees communication meetings and document
- Schedule and conduct initial interviews, as needed
- Perform other duties as assigned



Essential requirements:

- High School Diploma or GED required
- 2 years of accounting experience required
- 1 year of HR experience preferred
- 1 year in a manufacturing environment preferred
- Effective verbal, written, interpersonal and presentation skills required
- High level of proficiency with Microsoft Office required. (Word, Excel, Outlook)
- Previous experience with SAGE software a plus
- High level of detail-orientation and good organizational skills required
- Must be able to work in high dust and noise area and be able to tolerate high heat and humidity
- Must be able to stand and walk in manufacturing environment
- Must be able to go on to scissor lift to perform spot audits
- Must be able to climb stairs multiple times per day to get mail, packages, greet visitors
- Regular and prompt attendance is necessary

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

Come explore a career with us!

EOE