



Philadelphia Macaroni Company has an immediate opening for a personable, energetic professional to represent the Company at our front desk and to perform AP Support functions.

Great opportunity to make a difference in a 103 year old family owned company! Full Time Opportunity with benefit package!

**Essential Job Functions:**

- Open and code incoming mail
- Process accounts payable paperwork
- Support Accounting professionals with project work, as needed
- Answer phones and transfer to appropriate personnel
- Meet and greet clients and visitors in a positive, professional manner
- Perform other duties as assigned

**Essential Job Requirements:**

- Bachelor Degree in Accounting strongly preferred **or**
- Minimum of a HS education and two years accounting experience
- High level of computer proficiency required
- Excellent problem solving and multi-tasking skills required
- Attentiveness to detail necessary
- High level of integrity and professionalism required
- Must be able to handle confidential information

*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 to: [sclemens@philamacaroni.com](mailto:sclemens@philamacaroni.com)**