

## Accounting Specialist

**New full-time career opening as a result of growth in our Philadelphia Headquarters office. This position is a great fit for the individual that likes to learn, grow, and be part of a high-energy, productive team AR/AP Team in the world of pasta manufacturing! We are a family-owned pasta manufacturing company with a strong, stable history.**

**Come grow with us!**

### In This Role You Will Be Responsible For:

- Preparing, verifying, and posting cash receipts and other transactions
- Researching customer discrepancies and past-due amounts with assistance from Manager
- Drafting correspondence for standard past-due accounts and collections; identifying delinquent accounts by reviewing files; contacting delinquent account holders to request payment; and assigning collection status to all outstanding invoices
- Maintaining accurate record of accounts receivable; identifying and communicating problem accounts or issues to management and teammates to foster timely correction and teamwork
- Reviewing customer claims to ensure that credits taken are within company policy; resolving unapplied credits; give customer refund recommendations to Manager
- Providing AP Support, as needed – will be a key cross-trained department specialist
- Answering internal and external AR / AP inquiries
- Supporting reconciliations as needed.

### Who We Are Looking For:

- A Positive, “can-do” team player that enjoys a busy schedule, learning and being an integral contributor on the team.
- Accounting or related degree preferred or minimum of HS education with a minimum of 2+ years of previous experience in a related area. Manufacturing company experience strongly preferred
- Strong PC skills and proficiency with Microsoft Excel.
- Organizational skills with attention to detail and accuracy required
- Experience with a large ERP system strongly preferred - experience with Infor M3 a plus
- Flexibility – ability to cross train and handle AP tasks to support the department, too!

***Our company offers a competitive package including PTO, paid holidays, bonus based on performance, free parking, 401(k) with employer match, health, dental, vision, life insurance and short and long-term disability insurance.***

**Please email your resume and cover letter to: [dturner@philamacaroni.com](mailto:dturner@philamacaroni.com)**

Equal Opportunity Employer