

We have an immediate opening for a bright, motivated individual to join our Operations team as an **Inventory and Accounting Coordinator** in our **Harrisburg, PA** manufacturing facility. Great opportunity to make a difference and be part of a growing family-owned company.

Job Summary

Gather and compile operational data for reporting and analysis. 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
- ***Minimum of 2 years accounting experience or accounting degree***
- High level of computer proficiency with Microsoft Suite
- 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, stand and climb stairs occasionally
- Must be able to occasionally perform work in a hot, humid environment

Our company offers a competitive package including PTO, paid holidays, bonus based on performance, 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: rwilliams@philamacaroni.com