

# Entry Level Staff Accountant Job Description



## Full-Time

**Volk Packaging Corporation** is a family owned and operated company in Biddeford, Maine that designs and manufactures corrugated boxes and packaging at a 141,000 square foot manufacturer of corrugated boxes and packaging. Since 1967, we have consistently invested in and expanded the company to ensure state-of-the-art design and production capability.

**Reports To:** Accounting Manager

**Description:** We are looking to hire an Entry Level Staff Accountant for our Biddeford, ME office. The right candidate will have a strong attention to detail, ability to work efficiently and accurately, and have a strong customer service attitude. This individual will work closely with others on the team in the areas of accounts payable, accounts receivable, payroll and a variety of other tasks.

## Responsibilities:

Responsible for cross training and understanding all aspects of daily functions including billing, cash receipts, accounts receivable, accounts payable and payroll.

Maintains detailed schedules for annual internal and third-party audits. Also responsible for assisting the Accounting Manager the annual reviews and/or audits with outside accounting firm as well as supporting schedules.

Demonstrates the willingness, ability, and commitment to learn internal accounting computer and software systems unique to the company and corrugated industry.

Applies skills in MS Office products, particularly Excel, to process necessary documents and accounting work papers.

Meets with and communicates effectively with all levels of company personnel.

Works independently and as team member.

Contributor in the monthly financial closing process.

Demonstrates a high level of confidentiality regarding all financial and payroll matters.

Other duties as assigned by the Accounting Manager.

**Requirements:**

Associate's Degree in Business and/or Accounting from an accredited college or university.

A strong commitment to accurately maintaining time sensitive information while performing in a multi-task/fast paced environment required. Adaptive to new directions in software processes.

Ability to read, analyze, and interpret general business and accounting related correspondence, internal documents, and procedures. Must be able to demonstrate a high level of communication skills both verbally and written. Ability to write memos/reports, business correspondence, and procedures.

Ability to apply concepts and calculate figures related to basic math such as addition, subtraction, fractions, decimals, percentages, ratios and order of operations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, numerical, or schedule form.

Knowledge of or experience with MS Office products, including Word and Excel, is required.

**Remote Work:** No

**Job Type:** Hourly

**Pay Rate:** \$20 - \$25/hour

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance

- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

- 8-hour shift
- Monday to Friday

**If interested, please contact:**

John O'Sullivan

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