



Job Title: Administrative Support / Accounting Clerk

Job Description: Responsible for carrying tasks pertaining to office work.

Reporting Structure: This position reports to the Controller

Duties:

- ❖ Have a working knowledge of computers and be able to navigate the Thyme inventory system
- ❖ Communicate with customers to make them aware of delivery times
- ❖ Keep and organize an updated phone number list and send it out to the appropriate staff
- ❖ Perform related duties as required by supervision
- ❖ Develop spreadsheets that outline the accounts payable vendors
- ❖ Handle day to day accounting transactions
- ❖ Ensure that accounts payable are paid in a timely manner
- ❖ Incorporate all applicable vendor credits into payments made
- ❖ Take all economical supplier discounts
- ❖ Organize and match invoices to authorizing purchase order sand proof of receipt
- ❖ Communicate with suppliers regarding invoice changes
- ❖ Process expense accounts

Job Requirements and Definition:

- ❖ Work experience is sought after for this position
- ❖ Excellent organizational skills
- ❖ Experience on Accounting Software or similar software
- ❖ Capable of resolving conflicts with customers
- ❖ Excellent interpersonal and communication skills
- ❖ Be a team player

For any questions related to this or any other position,
feel free to reach out to:

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