



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:

Daz DeGennaro, *Human Resources Manager*
609-345-3229 x129
DazD@SeashoreEast.com



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Employment Application

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.			Date of Birth			
Position Applied for							Desired Salary			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
If necessary for the job, I am able to:										
Work overtime?										
Provide a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> State:										
(If you're applying to as a driver) Type of Driver's License:							Endorsements(s):			
Work the following shifts: ANY <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT <input type="checkbox"/> SWING <input type="checkbox"/> ROTATING <input type="checkbox"/> SPLIT <input type="checkbox"/> OTHER:										

EDUCATION

High School				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES

Please list two professional references.

Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Thank you for your interest in Seashore Fruit & Produce Co.
 Please email your completed application to DazD@seashoreeast.com
 or you may drop it off to us at 1344 NW Blvd Vineland, NJ 08360