



Job Description

Job Title:

Accounts Receivable Clerk

Job Description: Responsible for all aspects of the accounts payable division of the accounting department

Reporting Structure: This position reports to the Controller

Duties:

- ❖ 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 and proof of receipt
- ❖ Communicate with suppliers regarding invoice changes
- ❖ Process expense accounts
- ❖ Issue stop payments and void checks
- ❖ Communicate to vendors about uncashed checks
- ❖ Update supplier master list

Job Requirements and Definition:

- ❖ Accounting training with two to four (2-4) years related experience
- ❖ Extensive knowledge of accounts payable
- ❖ Excellent organizational skills
- ❖ Experience on Accounting Software or similar software
- ❖ Capable of resolving conflicts with vendors
- ❖ Ability to resolve conflict issues with employees directly reporting to this position
- ❖ Excellent interpersonal and communication skills
- ❖ Be a team player



SEASHORE FRUIT & PRODUCE COMPANY— The Region's Leading Source for Local.

Customer Service: 609-345-3229 • www.SeashoreEast.com





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

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