

## **Staff Accountant**

Join our staff and come grow with **Quaker Valley Foods**, a refrigerated food distributor located in Northeast Philadelphia, PA, as our STAFF ACCOUNTANT.

The **Staff Accountant** is a diverse position, in our Accounting Department, with responsibility for the preparation of monthly financial statements and variance analyses, including the preparation and review of journal entries, account analyses, and reconciliations. This position will also be exposed to cash management and borrowing base reporting for our multi-million dollar credit line.

### **Specific Duties Include, but are not limited to the following:**

- Month-end closing duties and financial statement preparation for multiple companies
- Create and review month-end journal entries
- Prepare account analysis and sub-ledger reconciliations
- Prepare expense analysis and monthly accruals
- Prepare & submit daily, weekly, and monthly bank reports
- Monitor, report and analyze monthly variances.
- Support annual audit process, including preparation of audit schedules
- Seasonal and ad hoc reporting
- Serve as a back up in certain accounting functions as needed, with exposure to A/R, A/P, inventory, payroll, fixed assets, and taxes

### **Desired Skills and Experience:**

- Bachelor's Degree in Accounting or Finance- recent graduates will be considered
- 0-2 years' experience in a similar Accounting environment or 1-3 years' of accounting intern experience
- Proficient in Microsoft Excel and strong analytical skills
- Detail and deadline oriented and highly organized
- Ability to successfully work in teams and be flexible and adaptable in a fast-paced environment
- Strong written and verbal communication skills
- Desire to contribute and learn at a rapidly growing group of Companies

Please send your resume WITH SALARY REQUIREMENTS to: [careers@quakervalleyfoods.com](mailto:careers@quakervalleyfoods.com).

Resumes without salary requirements will not be considered.

No phone calls, please.

*Quaker Valley Foods, Inc. is a drug-free workplace and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Quaker Valley Foods, Inc. complies with applicable state and local laws governing nondiscrimination in employment. Quaker Valley Foods, Inc. will consider qualified applicants with Criminal Histories in a manner consistent with federal, state, and local ordinances.*