

Accounting Clerk

ImmuCell Corporation Portland, ME

Description

Here is your opportunity to join an established organization that is making significant investments for growth. Immediate opening for an individual that enjoys working with numbers, is accurate and detail oriented, has excellent communication skills and has the ability to multi task. Duties include accounts receivable, accounts payable, payroll, human resources and special projects. This position also is first back-up to the Office Manager for customer invoicing, purchasing, typing and filing press releases as well as reports with the Securities and Exchange Commission and answering the phones and the door. The position reports directly to the Director of Finance and Administration.

Requirements

- *Knowledge in accounting from school and/or work experience
- *Attention to detail
- *Good computer skills, i.e. Sage 300, Excel, Word, Power Point
- *Be able to handle multiple tasks

Pay Rate

\$15-17 per hour, subject to experience

Benefits

Competitive health insurance, 401k, PTO and stock options

Education

Associate's Degree in Accounting or equivalent work experience