

Immucell

Finance and Administrative Associate

We are a growing animal health company that develops, manufactures and markets scientifically proven and practical products that improve the health and productivity of dairy and beef cattle.

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 can multitask. The position (together with another colleague) reports directly to and supports the Director of Finance and Administration.

Primary duties (shared with another colleague) involve closing the books monthly and working directly with auditors on quarterly reviews and the annual audit for a publicly held company (NASDAQ: ICCG). Other duties include ADP payroll, accounts receivable, accounts payable, opening/distributing mail, filing and special projects. This position also is back-up to the Manager of Administrative Operations for customer orders and invoicing, purchasing, typing and filing press releases as well as reports with the Securities and Exchange Commission.

Requirements

- *A self-motivated worker that seeks ways to be productive every day
- *Knowledge in accounting from school and/or work experience
- *Attention to detail
- *Good computer skills, i.e. Sage 300, ADP, Excel, Word, Power Point, DropBox
- *Be able to handle multiple tasks with accuracy

Benefits

Competitive health insurance, 401k, PTO and stock options

Education/Experience

Bachelor's Degree or higher in Accounting or Business. Experience in public accounting a significant plus.

Please email resumes to: jturkewitz@immucell.com