

Mill Haven Foods, LLC

Inventory Accounting Specialist

We are looking for an Inventory Accounting Specialist to perform duties essential with accurately recording, maintaining, and reporting company inventory.

Job responsibilities include:

- Conducts the Company inventory accounting functions accurately and in accordance with company guidelines, and ensures the General Ledger accurately reflects the value of inventory on hand.
- Verifies and enters inventory accounts payable invoicing.
- Generates invoices and account statements.
- Reviews and processes inventory price change accounts, as well as store orders to ensure accurate billing of items.
- Assists operations and warehouse personnel with regard to inventory account inquiries and reconciliation.
- Documents designated General Ledger balances at year end in accordance with company guidelines in order to prepare for annual audit.
- Processes and prepares inventory adjustment entries and manual receiving when necessary.
- Maintains accurate store and warehouse perpetual inventories and assists administratively in full and partial inventory counting procedures.
- Works proactively to identify, investigate, and report irregularities within designated area of responsibility.
- Conducts training and cross training of knowledge and expertise within area of responsibility.
- Collaborates with team members and communicates relevant information to direct leader.
- Upholds the security and confidentiality of documents and data within area of responsibility.
- Other duties as assigned.

Skills required:

- Associate Degree in Accounting or related field preferred, but not required.
- A combination of education and experience providing equivalent knowledge of inventory and accounting, manufacturing field preferred
- Understanding of inventory control procedures
- Advanced Microsoft Excel experience
- Exceptional time management
- High level attention to detail

- Extremely organized and able to work with minimum supervision
- Commitment to working in a team-oriented culture

Exceptional compensation and benefit packages:

- Comprehensive health, dental and vision plans
- Generous 401(k) plan with employer contribution
- Paid time off through accrued PTO and paid holidays
- Team oriented company culture
- Community and employee focused events and activities

To apply send resume to jana.eckman@millhavenfoods.com

Mill Haven Foods, LLC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.