



JOB POSTING

ACCOUNTING ASSISTANT I

REPORTS TO: Accounting Manager

POSITION SUMMARY

Durvet, Inc., proud to be named as one of Ingram's Best Places to Work in 2020, is growing! We exist to serve our members and an Accounting Assistant at Durvet is an integral part of fulfilling our Mission: To Be Our Customers' Best Supplier. In this role, the Accounting Assistant will work closely with company customers, vendors, and colleagues across all internal teams.

KEY RESPONSIBILITIES

- Billing for Allflex product line
- Consignment product reporting & invoices
- Reconcile GL accounts and follow up any discrepancies
- Monthly Reporting
- Member Invoices & Vendor Reimbursements
- DXC Reconciliations
- Focus Item Setups
- Assist with Vendor Billing/Collections

MINIMUM QUALIFICATIONS

- High School diploma or equivalent required.
- Excellent oral and written communication skills.
- High level of attention to detail and ability to follow written procedures.
- Strong organizational and time management skills.
- 1 year administrative experience.
- Ability to work independently as well as in a team environment.
- Proficient in Microsoft Office products.

PHYSICAL DEMANDS

- Ability to sit and/or stand for extended periods of time.
- Ability to read computer screens, written documents, and email.
- Ability to lift up to fifty pounds.
- This position is full-time onsite.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all

responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.