



At PacMin, PEOPLE matter. Teamwork, respect for one another, pride of ownership and an unshakable commitment to quality define the culture at PacMin. Who we are is every bit as important as what we are...the sum total of talented professionals and experienced staff operating as one to meet our company's and our customers' goals. We're dedicated to high performance, take pride in our accomplishments and enjoy one another's company at the end of a good day's work. Our culture permeates everything that we do, from reliance on each other to the lasting friendships we build.

We are looking for an **Accounting Associate Intern** to join our team of talented and enthusiastic professionals!

EDUCATION & EXPERIENCE: Minimum of an Associate's degree in Accounting. Or working towards a BA/BS degree in Accounting preferred, 6-12 month of experience in accounting is desired, preferably in a manufacturing company.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- ERP experience
- Knowledge of (GAAP) Generally Accepted Accounting Principles a plus
- Must have a general knowledge of basic Accounting functions, including Accounts Payable and Accounts Receivable
- Bilingual in Spanish is a plus, but not required
- Must have excellent computer skills and knowledge of MS Office
- Must have excellent problem-solving skills
- Must have excellent internal/external customer service skills
- Experience answering a multi-line phone system preferred
- Must have a pleasant demeanor and maintain a professional attitude at all times
- Must be able to work in a team environment and work productively in team assignments
- Must be engaged and be able to prioritize
- Excellent written and verbal communication skills
- Must have excellent organizational and planning skills

DUTIES/RESPONSIBILITIES:

- Assists AP with posting invoices
- Assists AP with check run as needed
- Assists AP with vendor communications when needed
- Assists AR with preparing invoices for posting
- Assist with labor adjustments
- Prepare and send financial reports upon request
- Assist with month-end closing
- Assists with answers the main phone line, screening calls and transferring to the appropriate extension when needed
- Assists with physical and digital filing

- Provides Accounting department with support on key projects or tasks when assigned
- Assists with other departments and tasks as needed

WHAT WE OFFER?

Besides a GREAT culture, recognition programs, business casual dress code, monthly celebrations and fun events throughout the year, we offer a complete benefits package that includes 401-K matching plan, medical, low cost vision, dental, accident, and free life insurance!

If this position sounds like it's for you, please submit your resume to jobs@pacmin.com! We want to talk to you.

PacMin is an Equal Opportunity Employer.