MF Supply

Title: Accounting Associate

Location: Lodi, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly


Primary Responsibilities: Duties include assisting the Accounting department with accounts receivable and accounts payable, sales invoicing and customer statements, contacting creditors with questions or concerns about bills, weekly check runs, general ledger, bank reconciliation, and data entry and filing.

Qualifications:

- Available MON-FRI for 15-25 hours a week between 8 a.m. - 5 p.m.
- Excellent organizations skills, attention to detail and the ability to prioritize
- Able to work independently
- Proficiency in Microsoft Office including Excel
- Strong communication and professional and friendly rapport with all business contacts
- Excellent interpersonal, follow up and follow through skills
- Basic training or coursework in Accounting required
- Friendly and helpful attitude

Application Instructions: Please respond with Cover letter and Resume via email to robin@mfsupply.com. Attention Robin.

About the Organization:

For over 35 years, MF Supply has been a trusted supplier of Fasteners and Electronic Hardware to OEMs, machine shops, manufacturers, and assemblers of machines and instruments. We are wholesale only.