Spice Chain Corporation

Title: General Accountant Intern

Location (address, city, state): East Brunswick, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage (optional): TBD

Start Date: 5/30/2017  Close Date: 5/26/2017

Job Description: The General Accountant Intern will participate as an essential member of the Spice Chain team assisting with a variety of accounting related tasks which including research, report preparation and analyzing accounting data. This position requires the ability to work in a team oriented environment, strong financial acumen and communication skills. The individual must have the ability to work well under pressure, demonstrate active listening, and exhibit organizational skills. This is a significant role in an ever changing environment that will expose the individual to various accounting aspects while building on core accounting principles. This position is an intern position with the possibility of a full time position for the successful intern.

Primary Responsibilities:
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
Qualifications:

- Bachelor’s Degree or junior or senior year in college
- Strong computer skills
- Must be permitted to work in the U.S.
- Accounting Major

Application Instructions: All applications/resumes can be submitted to HR@spicechain.com

Disclaimer Information

About the organization: Spice Chain is a leading importer, processor and supplier of premium ingredients such as spices, seeds and dried vegetable to the food manufacturing, bakery supply and food distribution. Our products and services include a comprehensive supply chain for spices and related products - from Import, to milling and grinding, to bulk and private label packaging, organic certification and more...