



8333 Navarre Rd. SE, Massillon, OH 44646

ACCOUNTING SPECIALIST

Polymer Packaging Inc. (PPI) is a dynamic manufacturing company that services industrial, food, medical, pharmaceutical, and other flexible packaging markets nationwide.

Responsibilities

1. Customer billing/invoicing
2. Credit approval
3. Collections
4. Posting payments
5. Bank Reconciliations
6. Posting payables
7. Check runs (including ACH and/or wires)
8. Expense reports
9. Journal entries
10. Back up to the Accounting Manager

Qualifications

Prefer Associate Degree in accounting and/or at least five years' experience in accounting. Must be proficient in Microsoft Excel, Word and Outlook. Be able to work with all levels of the company, have strong interpersonal and communication skills, ability to consistently meet deadlines, proven knowledge of GAAP accounting and possess a high attention to detail and accuracy. Must be able to work in a small, fast paced department and maintain multiple companies. Reports to the Accounting Manager, Dawn D'Angelo.

Must identify with and uphold the following Core Values.

1. Be Positive - Offer a Solution, Be Free of Cynicism, Be Constructive, Optimistic and Helpful, and Know that we will Succeed
2. Do Whatever It Takes - Make every effort to say Yes, Be Creative and Resourceful - Solve the Problem, Be Flexible and Open Minded - Willing and Eager to Adapt and Change, Be a Unified Team - We are all in it together
3. Care - For Family, Friends and Self, For Each Other, for Customers, for Suppliers, for Community, Respect the Individual - Always, Do the Right Thing – "People Like Us, Do Things Like This"

This is a full-time, non-supervisory, salaried position with a range of \$38,000 - \$45,000.

Send resume and cover letter to kristi.saunier@polymerpkg.com