

The Livestock Institute of Southern New England is Hiring!



MEATWORKS
THE LIVESTOCK
INSTITUTE
OF SOUTHERN NEW ENGLAND

Business Associate

The Livestock Institute of Southern New England, Westport, MA

Responsibilities:

- Full cycle Accounts Payable and Accounts Receivable
- Purchasing agent for store and plant (inventory management)
- Multiple bank reconciliations and record keeping.
- Verifying the accuracy of accounting documents or records.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
- Compile data and prepare financial reports to the TLI Board Finance Committee
- Reconciles records with internal company employees and management.
- Recommends actions to resolve discrepancies.
- Investigates questionable data.

The best candidate for this excellent opportunity will be highly **ANALYTICAL** and able to complete projects timely. This person will be highly organized and detail oriented.

Qualifications:

Required

- Computer knowledge including QuickBooks and Excel (required)
- Functional experience and training as bookkeeper or accountant (required)

Preferred

- Business Associate degree or Bachelor's degree in accounting (preferred).
- Understanding of meat industry and meat retail (preferred)
- Ability to generate financial reports to the Board of Directors (preferred)

Job Type.

- Full Time

Pay and Benefits:

- Commensurate with experience

Location:

- The Livestock Institute, 287 State Rd, Westport, MA 02790

Work Remotely:

- Yes (as well as on-site)

Submit resume to: jrp9c1@gmail.com