

Accounting Assistant (Global Logistics)

Baltimore, MD 21230 (Fort McHenry/Locust Point)

Shapiro is 103-years old, but we're not your grandpa's logistics company. Come work for one of the most respected global logistics firms in the country who boasts top compliance experts, creative import/export specialists, a dedicated pricing group, and a dynamic IT department. We stay ahead of the curve.

We're small enough to offer growth & learning opportunities, but strong enough to compete across the globe.

JOB DESCRIPTION

At Shapiro, our Accounting Assistant will work under the supervision of the Controller to support the entire Accounting Department in a variety of ways. Duties include processing accounts payables, processing vendor payments, corresponding with vendors regarding outstanding balances/payment status, processing check runs, and monitoring vendor statements. Also assist with AR transactions, processing incoming customer payments, and corresponding with customers about outstanding payment status.

Examples of duties include:

- Coding and review of accounts payable entries: Verify voucher numbers, vendor codes, amounts, and file numbers.
- Reconciliation and adjustment of payable amounts. Reconciliation of vendor statements to accounts payable records and solving discrepancies.
- Processing weekly check runs for domestic and corporate payables.
- Processing of incoming daily cash receipts (lockboxes, wire transfers, ACH credits, credit cards, & loose checks).
- Posting payments to customer accounts.
- Proactively and courteously correspond with customers to resolve and collect outstanding balances; follow up with customers as necessary to ensure payment.
- Update/Maintain credit notes in customer files denoting correspondence and other account activity.
- Filing of payables, miscellaneous data entry.

SKILLS

- Ability to remain engaged and focused. Excellent communication skills. Ability to problem-solve. Excellent attention to detail and accuracy.
- Must be proactive with strong customer service skills, critical thinker, problem solver, able to be resourceful, organized, and detail & team oriented.

- Proficiency with computers and Microsoft Excel, Word, and Outlook.
- Consistently reports for work as scheduled, on-time and ready/able to perform job responsibilities.
- Must pass both a background and credit check.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.
- Aptitude to be cross-trained and contribute.
- Ability to handle various tasks simultaneously within time constraints.

EDUCATION AND EXPERIENCE

- H.S Diploma or GED; focus in Accounting preferred but not required.
- Minimum 1 year of accounts payable and/or accounts receivable preferred.
- Experience with accounting or other data entry software and a high level of computer literacy.

ABOUT SHAPIRO

Samuel Shapiro & Company, Inc., a third-generation family-owned business founded in 1915, provides creative and flexible logistics services. With our headquarters based in Baltimore, and long-term global strategic alliances, Shapiro is the supply chain partner that delivers customized, compliant, and reliable solutions to address its customers' specific import and export needs. Only Shapiro has an experienced and personable staff that truly cares and commits themselves to proactively achieving its customers' business goals.

CONTACT US!

Please send all resumes via email to:

Rich Lucas, Recruiting Manager / rich@shapiro.com
800-695-9465 ext. 0507