

ACCOUNTING ASSISTANT (PART-TIME)

(GLOBAL LOGISTICS)

Baltimore, MD 21230 (Locust Point/McHenry Row)

In a modern world where expertise is often devalued, Shapiro stands strong at 104-years old. We're so compliant that US Customs learns from us! We were also named a Best Place to Work in Baltimore.

Is there a seat on our boat for you? Want a career, not a job? Find out:

Shapiro is not your grandpa's shipping company. We have a track record of transparency, developing employees, and investing in our work environment like office space and technology.

Part-time role at 25-29 hours per week.

At Shapiro, our Accounting Assistant will support the entire Accounting Department in a variety of ways with a strong focus on A/P processing and assistance with A/R.

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.

JOB DESCRIPTION

Typical duties include:

- Code and review 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 written and verbal communication skills. Ability to generate creative solutions and/or problem-solve. Project management skills to handle a variety of customers on your desk. Ability to utilize current tech tools to increase efficiency and innovate solutions.

- Proficiency with computers and Microsoft Excel, Word, and Outlook.
- Critical thinker. Must be flexible, organized, detail-oriented, and team-oriented.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).
- Excellent written and verbal communication skills required for quoting, vendor management, and customer interaction.
- Skills, abilities, and aptitude to be cross-trained, step in, and contribute.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- The ability to work as an effective member of a team.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints. Reliable. Punctual. Organized.
- Discipline to implement and follow Standard Operating Procedures.

EDUCATION AND EXPERIENCE

- HS 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

Shapiro is a third-generation family-owned international shipping and logistics business, founded in 1915. For over a century, Samuel Shapiro & Company, Inc. has provided full door-to-door capabilities and proudly serves as a one-stop-shop for Customs brokerage and international freight forwarding services. It's simple – We Deliver. Problem Solved.

CONTACT US!

Please send all resumes via email to:

Rich Lucas, Recruiting Manager / rich@shapiro.com