**Post Date:** October 22, 2013
**Closing Date:** Until position is filled.

**Position:** Accounting Clerk

**Job Description:** Responsible for providing accounting support to accounting supervisors and other managers within the company. Key daily worksheets to the general ledger system, ensures files are complete and maintained as needed, handles accounts payable duties, and assists accounting personnel.

**Primary Duties:**

* 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.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* 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 for collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Contributes to team effort by accomplishing related results as needed.
* Prepares cost analysis of international transactions.
* Keeps cost analysis spreadsheets for all shipments.
* Performs accounting and clerical functions to support supervisors.
* Research, track, and resolve accounting problems.
* Compile and sort invoices and checks.
* Issue checks for accounts payable.
* Utilize computer systems to run databases, pay bills, and order supplies.
* Ensure customers accept payments or refunds.

**Skills/Qualifications:**

* Bachelor’s degree in Business, with an emphasis in accounting or finance.
* Demonstrated understanding of basic finance/valuation concepts.
* Strong proficiency with Excel.
* Proven attention to detail and high standards for quality.
* Strong oral and written communication skills
* Proven ability to multi-task, time management, and deadline-oriented skills.
* Reporting skills.
* Confidentiality.
* Data entry management.
* General math skills.

**Company Description:** Cascade International Foods is a private, family-owned food brokerage company out of Hillsboro, Oregon. Cascade is focused on offering exceptional customer service on an international and domestic level by trading food products in and out of the country for our clients.

**Type:** Full-time

**Compensation:** Hourly – To be negotiated.

**Please reply to this ad with a cover letter, resume, and a list of at least 3 references to** **kmiller@cifoods.com** **.**



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