



Accounting and Inventory Assistant * Johnston & Rhones Stone Company LLC East Branch, NY

Overview: Johnston & Rhodes Stone Company LLC is seeking an Accounting and Inventory Assistant in East Branch, NY.

The Accounting and Inventory Assistant position is responsible for maintaining accurate inventory. This position will be responsible to learn and understand Operations and review daily inventory of product to reconcile inventory discrepancies and maintain inventory records to minimize discrepancies.

Must have ability to;

Work independently

Analytical thinking including mathematic skills

Solve problems

Work on a computer with intermediate excel skills

Learn ERP system for sales order processing and billing

To communicate and collaborate with team members

Major Skills necessary to perform the job;

Accurate Inventory Control, including tracking and reporting

Strong interpersonal skills

ERP & Software Proficiency - Excel

Report and Process Improvement

Requirements;

5 years' Experience

High School Diploma (Bachelor Preferred)

Valid Driver's License

Own vehicle

Shift, Salary, and Benefits; This is a Full-time position, Monday- Friday, First Shift - 8 am - 5 pm, \$45,000-60,000 yearly, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Holidays, and 401K/Retirement.

To apply email Isabella Lentino at ilentino@adenmoves.com

