



ACCOUNTING ASSISTANT / FULL TIME / SHELBURNE, VT

Position Summary

Under the direction of the Controller, Accounting Assistant will primarily aid with entry of orders and vendor billing and complete various tasks as Controller and Staff Accountant request assistance.

Responsibilities and Accountabilities

- Sales order entry.
- Customer check deposit.
- Customer collection calls and emails.
- Vendor purchase order billing.
- Non-purchase order billing.
- Working with vendors to receive credits.
- Scanning documentation into cloud system.
- Requesting invoices.
- Responding to vendor and customer emails.
- Clerical Duties; answering the phone, sorting mail, etc.

Requirements

- Associates Degree in Accounting preferred.
- Two years minimum in an accounting related position.
- Excellent written and verbal skills.
- Interpersonal skills.
- Individual must be organized, detail oriented, and possess knowledge of accounting principles.

About South Meadow Ventures

South Meadow Ventures, LLC was founded in 2001 with a single consumer catalog title; Nova Natural Toys & Crafts. Nova Natural Toys & Crafts is committed to wholesome play with heirloom quality, non-disposable toys. In 2008 Nova Natural became the US distributor for Babylonia, a Belgian manufacturer of organic baby wraps and carriers and Fair Trade dolls. In 2015 Nova Natural acquired the established consumer catalog titles China-berry and Isabella, continuing their missions to provide quality products, carefully curated and personally tested.

Why We Are Hiring

We're growing! This is a new position in our organization.