

**CnD Specialties, Inc.**  
**d/b/a Eden Meat Market, Café, Catering, Corner Express, Grill,**  
**Ledgeview Express, Heritage Ridge Travel Plaza & Wild Goose Cafe**  
**Position Description**

**JOB TITLE:** Entry Level Accountant

**REPORTS TO:** Officers of Corporation

**SUMMARY**

Work and communicate with Owners, Managers, Supervisors, and all employees of the corporation to work together as a team to provide the best customer service possible. Work to achieve company goals to ensure the company's share of market and profitability from service and products offered. Follow Safe Food Handling procedures when going into retail/kitchen areas. Directs and coordinates office services and related activities, including keeping official corporate records and obtaining financial data for use in maintaining accounting records by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- **Service to our customers and Satisfaction of our customers is 1<sup>st</sup> priority.**
- **Must be available on weekends.**
- Work inter-department and inter-company transactions to ensure timely and accurate reporting of revenue, expenses, and accruals.
- Establish uniform office operations and procedures such as accounting, flow of correspondence, filing, requisition of supplies, and other clerical services.
- Prepares, analyzes, reconciles and consolidates journal transactions thru accounting software for Month End, reports in accordance with GAAP: including Balance Statement, Financial Statement, Trial Balance Statements – all general ledger, accounts payable, accounts receivable and cash management accounts and reports.
- Reviews clerical and personnel records to insure completeness, accuracy, and timeliness.
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Copies data and compiles records and reports.
- Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
- Maintains currency with trends, new products and services in areas of responsibility by attending meeting, conferences, workshops, and seminars.
- Develops and maintains website.
- Other duties may be assigned.

**QUALIFICATIONS**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PERSONAL CHARACTERISTICS**

Position requires: being able to work alone as well as with others; maintain high levels of dependability, integrity, and honesty; ability to be safety conscious and flexible (able to adapt to change); be able to work the days and hours required – based on the demands of business and stores. **MUST BE PLEASANT, OUTGOING WITH A SENSE OF HUMOR, AND HAVE A DESIRE TO SERVE OTHERS!**

**EDUCATION and/or EXPERIENCE**

Associate's degree or equivalent in accounting or office administration and/or 3 years related combination of education and experience preferred. Willing to train the right candidate.

**COMPUTER & OTHER EQUIPMENT SKILLS**

Must be proficient in using MS Word and MS Excel software for the purpose of preparing reports and articles and spreadsheet software for the purpose of preparing spreadsheets, charts and graphs. Must be proficient using accounting software for budgets, general ledger, accounts payable, accounts receivable, payroll and cash management reports. Must have experience communicating via e-mail and utilizing the internet for the collection and filing of data and information. Must possess the ability to use office equipment such as calculator, copier, fax machine, telephone, computer, and printer.

**LANGUAGE SKILLS**

Must have ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Have ability to write routine reports and correspondence. Also, have ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Must have ability to calculate figures and amounts such as cost of goods, sale price, discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Must have ability to understand and implement responsibilities of the organization outlined in the Employee Manual and apply instructions furnished in written, oral, or diagrammed form. Must be able to resolve job-related problems, set priorities for self, and keep things organized. Have ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, physical activities will require considerable use of arms and legs and moving your whole body such as: use of hands and fingers to write, operate computer keyboard, mouse, telephone keypads, cash registers, calculators, credit card machines; talk and hear; stand, walk, stretch, stoop and reach; occasionally lift and/or move up to 40 lbs.; handle multiple tasks simultaneously and manage time well; reliably get to and from work.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. This is an unconventional office setting by most standards.

Disclaimer: The list of Requirements, Duties, and Responsibilities is not exhaustive, but is merely the most accurate list of the current job. Management reserves the right to revise the Position Description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technology developments).