



## **Accountant**

**Industry:** Fine & Specialty Chemicals Distributor / Manufacturer / Supply Chain Mgmt

**Job Location:** Stamford, Connecticut (office will relocate to Shelton, CT in 2016)

### **JOB DESCRIPTION:**

The Accountant facilitates the inventory and sales process for nutraceutical ingredients and fine chemical products. Essential duties and responsibilities include the following. Other duties may be assigned.

#### *Accounts Receivable*

- Setup new customers and credit limits
- Review invoice packets for accuracy and consistency
- Approve invoice costing and post vouchers to general ledger
- Post manual adjustments to general ledger
- Collection calls on delinquent accounts

#### *Accounts Payable*

- Reviews W-9s and setup new vendors accounts and wire information
- Review vendor invoices for accuracy; reconcile any differences
- Process timely payment of invoices via wire transfer and checks, including payments to federal and state governments for taxes
- Post vendor invoices to general ledger
- Post manual adjustments to general ledger
- Process supplier payments in weekly payment runs

#### *Cash Management*

- Check online bank account for customer payments
- Post daily cash receipts and deposit into company account
- Post cash disbursements; print and sign checks for weekly check runs
- Post and arrange foreign wire payments to be approved by CFO
- Monitor company bank accounts; transfer excess funds into savings
- Bank reconciliations monthly

#### *Reporting / Audits*

- Closing entries
- Prepare documentation for audits
- Financial Reporting
- Account Analysis



**JOB QUALIFICATIONS:** Bachelor's degree in Accounting or related discipline and 3 years of experience. This position requires someone that is highly organized, communicates information professionally and follows up in a clear and timely manner. The individual must have excellent attention to detail, analytical and time management skills. Demonstrated ability to successfully manage several projects at a time while meeting deadlines. S/he should have strong written and verbal communication skills. S/he should have good interpersonal skills and a passion for providing excellent service. The individual must be able to work independently and as part of a team. We are looking for the candidate to be a team player who embraces change, has a sense of urgency, and a "forward thinking" attitude. Positive, energetic and enthusiastic attitude, proactive, responsible, problem/solution oriented, flexible to the needs of the business. Strong computer skills (MS Office, Word, Excel, PowerPoint), experience in IFS and GroupWise a plus.

**COMPENSATION/BENEFITS:** CellMark Chemicals offers competitive compensation based upon experience, as well as a highly desirable benefits package. Growth opportunities in income and responsibilities, operation is growing organically and via acquisition which creates new opportunities for existing employees.

Qualified candidates, please submit resume and cover letter to:  
Email: [rosa.smajlaj@cellmark.com](mailto:rosa.smajlaj@cellmark.com) or Fax: 203-595-5142

**Company Profile:**

**CellMark**, a global supply chain services provider, comprises of six divisions: Chemicals, Metals, Pulp, Paper, Packaging & Recycling as well as the subdivisions: Energy, Basic Chemicals & Machinery. Our specialists in sales, marketing, logistics and financial services provide real value added business and service solutions to our partners. The Group sales exceed 3.1 billion US dollar. Our sourcing activities extend to about 80 countries, with sales in more than 125 markets. Integral to our organization are the key values: integrity, trust, transparency and accountability.

To learn more about CellMark, please visit: <http://www.cellmark.com>

**CellMark Chemicals** is a global distributor and manufacturer of specialty chemical products and ingredients with 16 offices located worldwide. We specialize in sourcing, sales & marketing, and custom manufacturing specialty chemical products. We deal primarily with all specialty chemicals and active ingredients. Our portfolio of more than 500 products is sold in to Industrial and Health & Personal Care markets. Our history includes more than 120 years of service to the chemical and allied industries bringing knowledge and real value to our customer and supplier relationships.

To learn more about CellMark Chemicals, please visit: <http://www.cellmark.com/divisions-business-units/cellmark-chemicals/>

**AnMar International Ltd.**, a member of CellMark Chemicals division, is recognized as a leader in supplying consistent, excellent quality ingredients to the nutraceutical market. AnMar's customer base mainly consists of manufacturers, contract manufacturers, and distributors operating in the nutraceutical industry. The company maintains registered trademarks for SpiraPure®, VitaPress®, and VitaPress-A® for its Spirulina and DiCalcium Phosphate exclusive product lines.

To learn more about AnMar please visit: <http://www.anmarinternational.com>