



# Accounting Associate

Are you detail oriented? Do you enjoy figuring out the “why” of a process and ensuring that all of the I’s are dotted and T’s crossed? Are you looking for a new opportunity with a strong, stable and financially smart company? If so Cash-Wa Distributing is the place for you!

We have an opening for an **Accounting Associate** which will work closely with our Contract Compliance division. This position has two very critical areas:

- Ensuring income received through Contract Compliance is posted to the correct account or accounts
- Ensuring that proper documentation is done to create a clear and concise audit trail

CWD works with numerous vendors, many of which offer their own special incentive programs that require specific activities, such as marketing programs, in order to be eligible, which means that for each vendor different accounts will be affected. As a result, it is important to understand the accounts associated with each contract and ensure that the received income is properly posted. While all areas of accounting undergo audits, this specific area is more scrutinized which require higher documentation expectations which can include multiple copies to create necessary back-up documentation.

Standard work hours are 8am – 5pm, with the potential for some flexibility which can be discussed.

As one of the largest privately-owned food service distributors in the Midwest our family owned company has a history of building strong relationships. The continued growth of current and new markets allows for the addition of new talent to join our team. We’re seeking great people looking for professional and personnel growth and a place to make a difference in people’s lives. If you are interested in joining an innovative, supportive, values driven company, we invite you to consider a career with Cash-Wa Distributing.

## Duties:

- Responsible for posting income received from contracts with the Contract Compliance Division:
  - o Deposit the funds
  - o Post income to appropriate account(s) – this may include research and asking questions to ensure that you allocate to all accounts necessary
  - o Perform necessary documentation – this may include making extra paper files, including notes in the spreadsheet, or other activities.
  - o Creating or refining current processes to increase accuracy or transparency
- Any other duties as assigned

## Experience & Qualifications:

- 2 years of accounting experience preferred
- Basic computer skills required with an emphasis on strong Excel skills
- Attention to detail is essential
- Strong organizational skills required
- Ability to communicate effectively and professionally via phone and email required

## Benefits:

- Immediate: Eligible for Paid holidays
- 30 days: Discounted product rates
- 60 days: Medical, Dental, Vision and Life insurance eligibility, 2 PTO days
- 1 year: 401k eligibility, 7 PTO days, STD