



Posting Date: January 31, 2020

Position: Accounting Administrator

Department: Accounting

Summary: D.G. Yuengling & Son, Inc. is looking for an Accounting Administrator to join our accounting team at America's Oldest Brewery. Based in Pottsville, PA, this person will primarily be responsible for accounts payable tasks and processing vendor invoices for payment. The role will also support the accounting department in other areas including journal entries, account reconciliations, physical inventories, ad-hoc reporting, and various clerical responsibilities within the office. Ideal candidates should have 1-3 years prior experience with an associates degree in business administration, finance or accounting or equivalent experience, and must be a team player with a positive attitude. Strong interpersonal skills with attention to detail, discretion, accuracy, and follow through is required as well as a demonstrated ability to prioritize, manage multiple tasks, and meet deadlines. Candidates should possess computer skills and be comfortable working with Microsoft Word, Excel, and ERP system software. All interested applicants should send a resume and salary requirements to jobs@yuengling.com.