



## Employer Posting for Cooperative Education Program

Position Title: Accounting Assistant

Organization Name: UGSI Chemical Feed, Inc.

Address: 1901 West Garden Road, Vineland, NJ 08360

Contact Name & Title: Joe Sigado Controller

Contact Phone: 724-799-6066

Contact Email: jsigado@ugsicorp.com

Gloucester County College or Rowan College at Gloucester County Alumni? Circle YES or  NO

Organization Website: http://ugsichemicalfeed.com/

Academic Major(s) Desired: Accounting

Time Preference (Part Time, Full Time, Hours): Part Time, 15-25 hours/week depending on need

Compensation per Hour: \$9.00

*(We strongly encourage employers to compensate students) Note: If the position is unpaid, please review the FLSA Guidelines by the Fair Labor Standards Act to ensure that the position is compliant.*

Availability (Fall, Spring, Summer): Summer, but preferable a start date of 4-15-17

Job/Project Description: Accounting Assistant (see attached description)

Experience/Skills Desired: Basic accounting, ability to follow instructions, data entry, Excel experience helpful

Briefly describe how this experience will be educationally significant for the student:

The successful candidate will learn accounts payable, including entry of payables, matching of shipping Shipping documents to the invoice, and preparation of payment runs. Additionally, the candidate may also assist inventory counts, and preparation of journal entries. Administrative and clerical tasks will also be required including filing and preparation of payment vouchers.

Questions? Contact Darlene Berger, Cooperative Education Program Director.  
Phone: 856-415-2168  
Email: dberger@rcgc.edu



Business Studies Division  
Cooperative Education Program

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## Memorandum of Understanding between Rowan College at Gloucester County and Site Sponsor

### I. Purpose

The Rowan College at Gloucester County Cooperative Education Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

### II. Responsibilities

To help insure the interests and promote the benefits of a cooperative education arrangement for all parties involved, the College has developed this Memorandum of Understanding to describe the mutual responsibilities between the College and your organization:

UGS1 CHEMICAL FEED, INC hereafter named as Site Sponsor.  
(Organization's Name)

#### A. Responsibilities of the College:

1. Encourage the student's productive contribution to the overall mission of the Site Sponsor;
2. Certify the student's academic eligibility to participate in a cooperative education assignment;
3. Establish guidelines and standards for the conduct of its cooperative education program participants and make these guidelines and standards available to the Site Sponsor;
4. Designate a faculty member to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with Site Sponsor personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
5. Maintain communication with the Site Sponsor and clarify College policies and procedures;
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential;
7. Provide general liability insurance as may be reasonably required for each participating student and faculty member;
8. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Site Sponsor.

**B. Responsibilities of the Site Sponsor:**

1. Encourage and support the learning aspect of the student's cooperative education assignment;
2. Make available to the student at least 150 hours at the work site;
3. Designate an employee to serve as the student's advisor with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative, and to monitor progress of the student;
4. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
5. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
6. Provide a safe working environment;
7. Will not displace regular workers with students secured through the cooperative education program;
8. Notify College personnel of any changes in the student's work status, schedule, or performance;
9. Allow a faculty representative to visit the work site to confer with the student and his/her supervisor;
10. Communicate Site Sponsor policies and standards to College personnel;
11. Participate in post-internship questionnaires and surveys;
12. Maintain general liability, professional liability and worker's compensation insurance as required by law.

**III. Terms of Cooperative Education Arrangement.**


A Cooperative Education arrangement for each student will be a period agreed upon by the Site Sponsor and the College. Should the Site Sponsor become dissatisfied with the performance of a student, the Site Sponsor may request termination of the Cooperative Education arrangement. This should occur only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the arrangement for any student not complying with College guidelines and procedures for the Cooperative Education Program, or if the Site Sponsor does not uphold the responsibilities mentioned above, as long as Site Sponsor personnel have been notified in advance and satisfactory resolution cannot be obtained.

**IV. Duration of Agreement.**

This memorandum of understanding shall continue in effect from 3-30-17 until *terminated by either party*.

Any questions regarding the Cooperative Education Program, its procedures, or this memorandum should be referred to:

Site Sponsor Representative Name (Printed): JOSEPH A. SIGADO

Site Sponsor Representative Signature:  Date: 3-30-17

College Representative Name (Printed): \_\_\_\_\_

College Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Job Description: Accounting Assistant**

### **Title**

Accounting Assistant

### **Description**

The Accounting Assistant will assist with many aspects of accounts payable and general clerical duties associated with the accounts payable function. This position may also be involved with other general accounting duties as required and support the month-end close. This position reports to the Controller of UGSI Chemical Feed, Inc.

### **Essential Duties and responsibilities**

- Review all invoices for appropriate documentation and approval prior to entry and payment
- Data entry of accounts payable invoices
- Reconcile vendor statements, research and correct discrepancies
- Assist with processing check runs
- Assist with monitoring and reconciliation of the GR/IR account (goods received/Invoice received)
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist in month end closing
- Assist other accounting personnel as needed, including but not limited to the compilation and preparation of journal entries and account reconciliations

### **Position Requirements**

- Working towards an Associate Degree in Accounting or Business Administration (preferred)
- General understanding of basic accounting and accounting policies and procedures
- Strong interpersonal and organizational skills
- Experience with Microsoft Office applications (Outlook, Word, Excel)