



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 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.

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