

Accounting Associate

DMS Pharmaceutical Group ("DMS") is a full line pharmaceutical wholesaler and specialty distributor. DMS has been in business since 1995 and is recruiting for an accounting associate position to work in our Park Ridge, IL facility.

Responsibilities

- Support duties related to accounts payable and accounts receivable functions
- Assist with preparation of financial and statistical statements and reports
- Analyze financial information in order to identify discrepancies
- Research and resolve discrepancies in a timely fashion
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Compile and prepare routine reports and summaries

Qualifications

- At minimum, an Associate's degree in Accounting, Bookkeeping, Finance, or similar field.
- Bachelor's degree preferred. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting experience
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of priorities while meeting deadlines

Job Type: Full-time

Please send your resume to rx@dmspharma.com