



# RISSER'S POULTRY INC.

FAMILY OWNED & OPERATED SINCE 1928

## **Office Administrator/Accounting Specialist**

[Risser's Poultry](#), located in Lititz, PA, has been serving customers in the agricultural and farming communities since 1928. A growing, fourth-generation family business, Risser's is a full-service company providing transportation, production and oversight services to the poultry industry. Their fleet of trucks serves the entire Mid-Atlantic region transporting live poultry with a commitment to safety, efficiency and biosecurity. An industry leader, Risser's is known for outstanding customer service, employee-centric focus, forward thinking and innovation.

Risser's Poultry is seeking a full-time Office Administrator/Accounting Specialist to successfully perform accounting functions including cash management, AR, AP, GL and profit/loss reports. In addition, the successful candidate will accomplish a variety of office tasks and work collaboratively to support the Office Manager and team to drive results. The Office Administrator/Accounting Specialist will also represent the company by working with customers, suppliers/vendors, and other related business professionals.

A minimum of 2-5 years of experience in accounting and general office responsibilities, required. Demonstrated proficiency with technology including Microsoft Office Suite, Excel and accounting software, essential. Excellent verbal & written communication skills, necessary. Continuing education and experience in a professional office environment, a plus. A demonstrated commitment to serving others and the community, desired.

Please provide cover letter and resume to our consultants:

[www.northgroupconsultants.com/jobs](http://www.northgroupconsultants.com/jobs)