



## **TOWER LABORATORIES, LTD.**

### **ACCOUNTING ASSISTANT Centerbrook, CT**

Tower Laboratories is the premier effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, prescription pharmaceuticals, personal care, beverage and household products. Our product line includes denture cleanser tablets, antacids, cold medications, beverages, and other effervescent products. Our prospects for continued growth are excellent with several new and interesting products currently in the development stages right now.

#### **Job Summary:**

This position will complement our Accounting department with primary responsibility in accounts receivable for all collections functions. Will manage and keep outstanding receivables to a minimum. Includes tracking and resolving payment issues, tracking freight charges, posting receivables in accounting software, generating reports and cash flow analysis. Other responsibilities include invoicing and assisting with accounts payable as needed and other accounting and administrative related functions to support the VP of Administration.

Additionally, this position provides coverage of the reception desk one day per week and in any absence of the receptionist.

#### **Job Qualifications**

- Must have strong accounting background with good knowledge of accounting principles.
- Professional demeanor and customer service skills
- Strong attention to detail
- Strong organizational skills and ability to prioritize work assignments and meet deadlines
- Intermediate to advanced user of MS Excel and proficiency in MS Office.
- Demonstrated self starter; capable of accomplishing duties with minimal oversight; teamplayer

Tower Labs is a medium sized company located in the scenic town of Centerbrook, CT. We offer a friendly, dynamic, positive working environment with a comprehensive benefit package.

Tower Labs is a Socially Responsible employer and a great place to work! Please visit our website at [www.towerlabs.com](http://www.towerlabs.com)

Qualified candidates may email resume to: [hr@towerlabs.com](mailto:hr@towerlabs.com).