Resin Technology, LLC, the PVC Division of Emeraude in Paris, France, is a growing global petrochemical trading and compounding company based in the Groton, MA (outside of Boston) and Houston, TX area.  Resin Tech buys and sells in over 100 countries worldwide and with Emeraude speaks over 20 languages with sales people and agents all over the world.  With our growth we are looking for an Accounting Assistant to the Controller.

The ideal candidate is:

ACCOUNTABILITIES:

•  Manage of AR and AP

•  Manage communications with vendors and suppliers on billing discrepancies

•  Ability to resolve reconciliation issues

•  Strong ability and advanced working knowledge in Excel

•  Assistance in inventory reconciliation

•  Process and reconcile expense reports for approval

•  Assistance in answering phones when needed

•  Interface with other company accounting staff in Houston, Paris and Dubai offices

•  Supporting the Controller with other accounting duties

•  Additional projects as needed

Qualifications

• Exceptionally high attention to detail, organization, and accuracy

• Clear, professional, and concise communicator both verbally and in writing

• Strong MS Office skills, especially Excel is mandatory

• Possess good time management skills

• Ability to work independently and self-direct

• Ability to adapt to frequent changes in a fast-moving and ever-changing environment

• Highly professional and able to manage confidential information

• Additional languages skills a strong plus.

**Applying:**

Send cover letter and resume to [carly.resintek@gmail.com](mailto:carly.resintek@gmail.com).

No phone calls please. Email submissions to the above email only.