



Employment Fact Sheet

Date Posted on CSIT Job Board: 6/19/2017

Date to Remove from Job Board:

EMPLOYER INFORMATION

Contact Name: Sara Schumacher

Title: Controller

Company Name: Collegiate Marketing, Inc.

Street Address: 2001 Kankakee Drive

City: Champaign

State: IL

Zip: 61822

Phone: 217-351-9968

Fax:

Email: sara.schumacher@bedloft.com

Company website: <https://collegiatemarketing.com/>

Company Description: Collegiate Marketing, Inc. is the parent company of Bedloft.com and Gameday Spirit Fan Store. See the links in the website above for a description of the companies.

POSITION INFORMATION

Internship Temporary Permanent

Job Title: Staff Accountant

Part-Time Full-Time

Job Description: Position will work closely with and reports directly to Controller. Responsible for Accounts Payable, Accounts Receivable, Payroll, Journal entries, bank account and other reconciliations, assist in month end close and financial statement preparation, and other duties as assigned. This is a very hands on position that provides a great opportunity to learn all the accounting aspects of a business.

Job Location: 2001 Kankakee Drive, Champaign, IL

Job Requirements: Proficient in Quickbooks, and Microsoft Excel, and Word. Preferred 2-3 years of experience in an accounting in a small to medium size company.

Degree Requirements: Associates or Bachelors in Accounting

Minimum GPA: 3.0 (out of 4.0)

Special Skills/Certifications:

Pay Rate: Depends on experience.

To Apply: Email resume to sara.schumacher@bedloft.com

Application Deadline: Until filled.