

Ready, Set, Grow!



VESTA NUTRA represents a customer-centric contract manufacturer of dietary supplements and a world-class ingredient distributor under the combined endeavor to ensure high-quality nutraceutical supplements at affordable prices, across the globe. We take responsibility for delivering outstanding products and results to our partners and the consuming public while working with our partners to generate innovation within the supplement industry.

VESTA NUTRA is ready to meet the challenges of the dynamic global nutritional supplement market, from research, development, supply chain, production, packaging, and regulatory conditions.

VESTA INGREDIENTS, INC. understands there are purer, more effective, and more potent ingredients just waiting to be discovered. Skilled research and development staff are constantly investigating emerging scientific and botanical data in order to formulate the next breakthrough dietary supplement your customers will demand.

VESTA PHARMACEUTICALS, INC. is a customer-centric contract manufacturer of dietary supplements has grown into a premier cGMP and FDA registered (21CFR111) full-service provider of dietary supplements and nutritional ingredients. Thriving in the growth of the private label nutraceutical space has provided the ability to meet our customer's needs in a timely and price-efficient manner.



Accounting Manager (FI4011)

On-site 5767 Thunderbird Road, Indianapolis, IN 46236

GENERAL DESCRIPTION:

- Accounts Payable; receive and enter bill/invoices; issue payment; maintain A/P vendor files, A/P check files, Cash report, Credit Card purchases & PO files
- Accounts Receivable, Issue Invoices, process credit card transactions, receive payments, issue credit, memos, contact customers regarding open balances, process credit applications for customers and work with collections agencies, if required
- Prepare Payroll
- Create and maintain customer and vendor files
- Inventory Integration to QuickBooks
- Review Shipping paperwork

- Prepare PO's and Forms for Sample testing
- Responsible for Vision files and payments
- Responsible for SNS files and payments
- Complete cGMP and SOP Training – refer to Training Matrix for complete list of SOP training required for Administration
- Additional duties as assigned

WORK EXPERIENCE REQUIREMENTS:

- Microsoft Office proficient-especially Excel
- Accounting principles and procedures
- Cash Handling
- Credit card processing
- QuickBooks proficient
- Preparing reports for upper management
- US to Metric conversion
- Management of Confidential Information
- Record-Keeping, filing, policy management

EDUCATION REQUIREMENTS:

- Bachelor's degree in accounting or related field-or equivalent experience

HELPFUL SKILLS:

- At least 2 year(s) of customer service experience
- Attention to detail
- Highly organized
- High degree of accountability & responsibility
- Ability to perform with little supervision
- Courteous, prompt and dependable
- Multi-task oriented
- Solid phone skills
- Typing Proficiency

Apply today!

<https://vestanutra.com/careers/>