

Reports to: Accounting Manager

Department: Accounting

Classification: Non-Exempt

Last Updated: 10/16/19

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## Job Summary:

Completes basic bookkeeping and accounting tasks. Performs posting of cash receipts, expenses, or other transactions to journals and verifies accuracy. Reviews invoices, bills, vouchers, or other documents for corrections before entering into records. Sorts and files documents and performs calculations. This individual also participates in month-end obligations and other miscellaneous tasks.

## Essential Functions:

### Accounts Receivable

- Invoices orders shipped daily
- Processes credit memos and non-inventory invoices
- Prepares international pro-forma invoices and Canadian custom invoices
- Processes remote bank deposits
- Enters cash receipts
- Research payment deductions, discrepancies, customer claims and light collections
- Maintains customer credit files
- Obtain Sales Tax Exemption forms

### Accounts Payable

- Distributes A/P invoices for GL coding
- Processes A/P expense invoices and inventory invoices
- Supports process of weekly check runs
- Processes monthly credit card statements
- Obtains W-9's
- New vendor set up

### Miscellaneous

- Participates with supporting functions as needed for annual accounting audit
- Handle correspondence when requested
- Prepare various spreadsheets reporting detail
- Supports Managers with special projects, writing letters, memos and other correspondence as delegated.
- Files all accounting records
- Provides backup on phones

**Job Qualifications:**

- High school diploma and an additional asset is completion of post-high technical accounting program
- Possesses 2-4 years of general accounting experience and/or an understanding of basic accounting principles.
- An intermediate level of computer skill is required, usually involving use of an accounting software package and spreadsheets to enter compile and extract data.
- Possesses good verbal and written communication skills.