



POSITION TITLE: Accounting Assistant-AR

GENERAL SUMMARY: The Accounting Assistant will be tasked with daily cash application, invoicing, & collections. Additional responsibilities include assisting with the month-end closing process by preparing journal entries and reconciling accounts.

ESSENTIAL JOB FUNCTIONS AR Assistant:

- Post daily cash receipts
- Check credit references and open new accounts
- Monitor AR balance and perform collection activities as needed
- Perform various account reconciliations to the General Ledger, per Controller direction
- Prepare journal entries to correct accounts in the General Ledger
- Various month-end closing procedures
- Assist Claims Administrator by completing credit memos to customers
- Invoice shipments on a daily basis
- Provide support and backup for Accounts Payable position as needed
- Special projects as assigned

NECESSARY SKILLS:

- MS Office Suite, particularly Excel, Outlook, and Word
- Excellent ten-key and keyboarding skills
- Ability to deal tactfully with co-workers, vendors, creditors, customers, and the general public
- Accuracy, high attention to detail and consistent data entry abilities
- Strong math skills
- Organizational and multi-tasking skills
- Calm, professional demeanor to deal with time constraints and deadlines

EDUCATION AND EXPERIENCE:

- High School Diploma
- A combination of education, experience, and/or training providing the required knowledge & skills
- Basic knowledge of accounting principles and bookkeeping
- 2 yr. Associates Degree in Accounting preferred
- Excellent written and verbal communication skills. Bi-lingual Spanish a plus.