



Job Description

Accounting Assistant – Accounts Receivable

Ensure Accounts Receivable records are processed accurately and timely. Includes AP overlap.

Position Reports to CFO

Accounting Accounts Receivable Duties:

- Invoice customer shipments within 24 hours and send to customer by their preferred method
- Manage shipped part packing slips
- Record shipping tracking information into M1
- Scan and deposit customer payments to the bank
- Create customer credit memos following the RMA process when required
- Maintain customer accounting information in M1
- Manage Accounting email inbox
- Respond to credit reference from customers
- Prepare payments to vendors via ACH or check runs (AP)
- Apply automatic payments to vendors into M1 (AP)

Accounts Payable Back up.

Front Office Assistant Back up

- Back up on phone/reception/lobby
- Back up/Estimate entry/Order Entry/RMA

Projects as assigned.

Safety Responsibilities:

- Always wear personal protective equipment when in the plant
- Participate in all required safety training and perform as trained
- Speak up when you see something happening that is not safe

Value Stream Responsibilities:

- Participate in continuous improvement program
 - Attend and contribute to value stream meetings
 - Participate in required value stream training and perform processes as trained
 - Flexibility to assist in other work functions when capacity requires
 - Attend L10 meeting
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Qualifications:

- Data Entry Experience
- Proficient computer skills especially excel
- Good written and verbal communications skills
- The ability to work well with others in a fast paced environment
- The ability to be organized and pay attention to detail