



TITLE: ACCOUNTING ASSISTANT

Accounts Receivable / Accounts Payable

General Description

The Accounting Assistant enters data into the Accounting System, prepares and prints various computer reports, and accurately maintains accounts receivable and payable files in an efficient manner.

Key Responsibilities

Order Entry

1. Invoices daily
2. Prepares invoices for shipping
3. Disseminates billing copies
4. Responds to customer billing inquiries
5. Responds to customer shipping inquiries
6. Sets up and runs requested reports
7. Updates daily sales information

Accounts Receivable

1. Cash receipts including recording and entering deposits
2. Prepares and mails statements on the 25th of the month
3. Contacts and resolves delinquent accounts
4. Maintains customer list including monthly report on new customers added
5. Runs and develops reports as requested
6. Keys A/R within the following schedule: 50/32/10/8

Accounts Payable

1. Enters coded bills into Accounts Payable
2. Prepares trial balance for payment selection by Accounting Manager
3. Prepares check run from approved trial balance
4. Pulls all backup for check signature
5. Disseminates signed checks
6. Reconciles statements
7. Provides reports as requested.

Purchasing / Inventory

1. Prepares purchase orders as requested by Accounting Manager
2. Verifies receipts and bills
3. Processes shipments and bills into system
4. Assists in maintaining inventory levels
5. Maintains and orders raw materials



6. Physical inventory counts – random and yearly
7. Resolves discrepancies
8. Cleanup of old Purchase Orders
9. Maintains and orders all office supplies

Other Duties

1. Maintains petty cash
2. Maintains employee fund
3. Creates and runs special reports as requested
4. Attends meetings as requested
5. Backup on UPS terminal and postage meter
6. Cross-trains on copier operation and maintenance
7. Assists in End of Month and End of Year procedures

Educational and Experience Requirements:

Degree in business and/or accounting.

Excellent typing and data entry skills.

Strong written and verbal skills.

Extensive experience with computerized, Windows-based accounting systems.

Experience with Great Plains Dynamics, Microsoft Excel and Word strongly preferred.

Reports to:

Manager of Accounting