



## Accounting Specialist

**Reports to:** Office Manager

**Revision Date:** 4/1/2020

**Status:** Salary

**Dept:** Corporate Office

### Position overview:

The primary focus of this position is the day-to-day operations and processing of accounting related transactions for multiple of our companies. Transactions include both Accounts Receivable and Accounts Payable functions. Secondary duties, therefore, are to assist the remaining office staff additional accounting/office tasks as directed.

### Position Responsibilities:

#### Primary:

#### Accounts Receivable/Accounts Payable

- Process daily customer job shipments for pricing and approvals for multiple companies
- Processing all outgoing AR invoices to customers through internal system (JobBoss)
- Processing of all inter-company monthly rental invoices to tenants
- Assist the processing/entry of incoming AP into internal system (JobBoss)
- Maintain updated customer account files
  - (Address Changes, Invoice Remit Changes, Tax Exemption Certificate)
- Assist with customer follow-up for payment updates
- Assist with answering multi-line phone system, scanned file documents, general office tasks
- Works with Office Manager and Corporate Accountant with month end close, reconciling un-finished billing and accrued receipts.

### Qualifications:

- Detail orientated and organized, able to accurately follow directions
- Ability to multi-task and complete projects in a timely manner
- Ability to work well with a team and independently
- Excellent communication skills
- Maintain confidentiality regarding company/customer/vendor information
- Proficiency in using Microsoft Office Suite

### Experience:

- Accounts Payable/Accounts Receivable: 2 years (Preferred)
- Accounting Degree and/or Business Degree (Preferred)