



**Specialty Products Company
Job Description**

- I. Position: Accounting Assistant**
- II. Department: Accounting**
- III. Report To: Manager, Accounting**

Summary: Responsible for A/P and A/R transactions. Coordinates travel arrangements for business travelers. Supports Accounting Manager in all aspects of business accounting. Prepares, reconciles, maintains, and distributes accurate vendor and customer records. Supports the Human Resources Manager with certain administrative tasks.

IV. Roles & Responsibilities:

- Responsible for A/P transactions
 - Prepare and issue A/P checks
 - 3-way PO matching and voucher entry - includes recording of employee expense reports
 - Research vendor statements and payment inquiries
 - Reconcile and process inventory and outside services
 - Work with Purchasing Department to resolve any cost/quantity/quality issues
- Maintain Vendor Master file
 - Creating new vendor files
 - Maintain accurate vendor contact information
- Responsible for Accounts Payable payment files
- Responsible for A/R Transactions as determined by Accounting Manager, to include:
 - Preparation and posting of all customer payments, including cash receipts and deposits.
 - Answer customer account/billing inquiries
 - Assist with credit and collections – Includes processing customer credit applications and collecting past due funds
 - Processing and posting of manual credit card transactions
 - Generate and mail out month-end statements and past due statements to customers
 - Creating new customer files
 - Generating offline billings and credits
- Assist with month/year-end closings as directed by Accounting Manager
- Research and schedule travel arrangements for employees at the Longmont & Hilltop facilities.
- Back up to Accounting Manager during absences
 - Credit holds/collection calls
 - Inventory issues
- Provide assistant to Human Resources Manager while maintaining the highest standards of confidentiality and accuracy –
 - Assist in coordination of recruiting and scheduling of interviews
 - Coordinate company meeting scheduling, set-up, and details
 - Coordinate, schedule and oversee any company meals, events, etc.
 - Keep employee bulletin boards updated (compliance, birthday calendars, etc.)
 - Coordinate the company “Thank You” card program
 - Coordinate ordering of any cards, flowers, memorial contributions and the like, at direction of COO, CEO or HR Manager.
 - Contact HR Manager when out of the office with any urgent or time sensitive needs

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- Responsible for bank deposits, post office, and other errands as required (during business hours)
- Sort and distribute incoming mail; handle outgoing mail
- Monitor the copy machine and paper shredders. Notify Administrative Assistant (purchasing) of any office supply or break room needs

Other duties as assigned

V. General Requirements:

EDUCATION AND TRAINING High school diploma. Specialized advanced courses in booking, accounting, or related field preferred.

EXPERIENCE One or more years of experience in bookkeeping and general accounting.

An equivalent combination of education and experience accepted.

SKILLS, KNOWLEDGE, & EQUIPMENT Must possess strong math, accounting, and oral and written communication skills. Advanced knowledge of spreadsheets, 10-key required for hire. Basic knowledge of personal computer and Microsoft Office word processing software. Operating knowledge of general office equipment (copier, scanner, fax, typewriter). Ability to multitask with accuracy and work under deadlines.

CERTIFICATES, LICENSES, & REGISTRATIONS None required.

VI. Physical Requirements: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The noise level in the work environment is typical of an office setting.

While performing the duties of this job, the employee is regularly required to analyze, communicate, compute, and use interpersonal skills. Frequently required to compare, copy, coordinate, synthesize, evaluate, and compile. Occasionally required to instruct and negotiate.

Employee Signature: _____

Date: _____