



CONFIDENCE DELIVERED

Accounts Payable/Accounts Receivable Coordinator

The AP/AR Coordinator is responsible for completing all Accounts Payable and Accounts Receivable transactions within the ERP system as well as related documentation and filing responsibilities. This position will also provide clerical and administrative support to other finance related activities. The ability to effectively communicate with fellow employees, customers and vendors is vital.

Job Description

- Process Accounts Payable transactions: validating invoices; entering invoices; posting material receipts, matching invoices to packing slips and preparing payment batches.
- Process Accounts Receivable transactions: validating payments against invoices, recording cash receipts and conducting accounts receivable calls
- Generate and disseminate sales invoices
- Work with management, vendors and customers to resolve invoicing or payment matters
- Prepare weekly AP and AR Reports including a Goods Received Not Invoiced (GRNI) Analysis and other reports as needed
- Liaison with Purchasing, Sales and Shipping/Receiving Departments
- Provide clerical and administrative support to department management
- Assist on various special projects, as required

Essential Skills:

- Working knowledge of basic accounting techniques
- Prior experience working with an MRP or ERP system
- Proficiency in Microsoft Office Suite of Tools with expertise in Excel
- Ability to multi-task, prioritize and anticipate work needs in a fast-paced environment with emphasis on quality, accuracy and timeliness
- Excellent interpersonal and communication skills
- Detail oriented and reliable

Required Education and Experience

- Minimum two (2) years of experience in a comparable accounting role
- Associates Degree or higher in Accounting or equivalent

Non-Essential Skills:

- Previous work experience in a manufacturing environment
- The ability to communicate in Chinese or Spanish

Physical & Mental Demands:

- May be required to sit, stand, climb, balance, stoop, kneel, crouch or crawl
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Sitting 80%, Standing 15%, Bending 5%

This job description is not all inclusive and is subject to change at any time.