

Job Title: Staff Accountant – A/R
Department: Finance & Administration
Reports to: CFO
FLSA Status: Exempt
Prepared by: Human Resources
Prepared Date: January 12, 2022

Position Purpose

We are seeking an experienced, detail-oriented staff accountant to join our growing organization. In this position, you will handle all A/R accounting duties for multiple entities within the group, verifying financial records and transactions. You must have a keen attention to detail and an awareness for sense of urgency to meet deadlines. You'll maintain A/R account balances, sub-ledgers, and some financial reports.

Essential Duties and Responsibilities

Provides A/R financial information by maintaining and reconciling accounts; preparing reports.

- Generate customer invoices for two entities and analyze monthly and periodic "MS Dynamics Great Plains" Reports,
- Process, verify, and apply customers payments to open invoices daily for different entities that above, and reconcile A/P sub-ledger to general ledger,
- Reconciles accounts receivables sub-ledger balances monthly with Sales module for open invoices and payments received
- Handle Authorise.net accounts setup as directed.
- Periodically review PayPal and Authorize.net accounts to apply payments to customers open invoices,
- Provide analysis and supporting details to Management as needed.
- Post monthly exchange rate and conversions to monthly transaction,
- Support in the budget and LTP process,
- Provide supporting details for the annual audit as needed,
- Handles some administration duties,
- Participate in, and handles other projects, as requested by the CFO.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the office
- Ability to pass a background check and drug screening test

Education

- College degree with major in Accounting/Finance

Qualifications & Work Experience

- Strong knowledge / experience of accounting principles and practices
- Technical Accounts Receivable accounting skill
- Four (4) plus years' of relevant experience required,
- Proficiency in relevant accounting software, Microsoft Dynamics GP, and Microsoft Office.
- Working knowledge of SAP is a plus.
- Attention to detail
- Planning and organizing
- Good Communication skills, both written and verbal.
- Team player comfortable in a supporting role.
- Problem solving skills
- Ability to prioritize and schedule workload to meet fixed deadlines with sense of urgency.
- Spanish speaking is a plus.

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, and travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic office environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.