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JOB DESCRIPTION – ACCOUNTS RECEIVABLE/PAYROLL

DEPARTMENT: Accounting

JOB TITLE: Accounts Receivable/Payroll

REPORTS TO: Office Manager

PURPOSE: The purpose of this job is to accurately manage the account receivable and payroll function for the Company. Furthermore, the incumbent provides back-up accounts receivable support to branch offices.

JOB DUTIES:

Accounts Receivable Duties:

- Performs regular invoicing as well as maintenance and warranty invoicing duties such as, but not limited to the following:
 - Alphabetizes invoices and enters customer data onto the system
 - Checks the accuracy of the printed invoices and makes any necessary corrections.
 - Attaches mailing instructions and any necessary forms to the invoice and submits them for approval.
- Prepares the necessary invoicing forms and tracks the semi-annual preventative maintenance billing.
- Deletes sales orders and job orders that have been invoiced from the job file.

Payroll Duties:

- Performs weekly payroll duties such as, but not limited to:
- Enters weekly hours, expenses, and advances into the computer system.
- Verifies initial payroll runs and makes corrections as necessary.
- Finalizes payroll, submits checks/print-outs, to the appropriate management personnel.
- Calculates, verifies, and runs the payroll for salaried employees.
- Enters the various job numbers and their associated costs (hours worked and expenses) into the job cost program and verifies the accuracy of the job cost reports.

Other Duties:

- When invoicing develops new customer files by assigning a number to the customer and accurately inputting relevant customer information.
- Enters daily work orders and audits the list on a weekly basis to ensure the accuracy of all entries.
- As necessary, assists with the preparation of the checking account bank deposit.

JOB REQUIREMENTS:

1. General accounting/bookkeeping knowledge and the ability to ensure fully functioning and accurate accounting functions.
2. Knowledge of computer systems and ability to input and access a variety of computer data.
3. Ability to effectively work with office personnel, sales personnel, other branch offices, and management.
4. Good knowledge of general office practice and business terminology.
5. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
6. Ability to maintain a high level of confidentiality related to all duties and responsibilities such as, account balances, invoice information, payroll information, and other confidential documents.
7. Ability to comply with all work related deadlines.
8. Ability to apply accounting formulas and perform basic and complex mathematical calculations.
9. Ability to communicate effectively both orally and in writing.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to operate all necessary office equipment required to accomplish job duties such as computers, calculators/adding machines, phones, fax machines, etc.
12. Ability to work daily and overtime as required.
13. Ability to assist in other work related areas as necessary.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Occasional
Bending/Kneeling/Crouching/Stooping				N/A
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 40 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 40 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				N/A
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Frequent
Operating Office Equipment				Frequent
Operating Computer				Continuous
Simple Grasping (right and left)				Continuous
Firm Grasping (right and left)				Occasional
Fine Manipulating (right and left)				Occasional
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Frequent
Multiple Locations				Frequent
Plant				Occasional
Equipment/Maintenance or Repair Area				Occasional
Rough Terrain				N/A
Other Department				Occasional

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to input, calculate, verify/edit, and process payroll and accounts receivable information. Furthermore, this job requires the incumbent to utilize logical thought processes, solve problems as they arise, and apply common sense in the performance of job duties.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including occasional periods of extended computer work and extended hours during peak periods of activity.

TRAINING:

Safety:

Right-to-know
Regular Safety Meetings
Emergency Procedures

Other:

On-the-job training
Employee Handbook

JOB QUALIFICATIONS:

Education: High School Graduate, required
Two-(2) years College in a business or
accounting/bookkeeping related field, preferred.

Experience: A minimum of two-(2) year's accounting/bookkeeping
experience, preferred. Computer experience, required.

Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Accounts Receivable/Payroll

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature