



Job Description – Accounting Specialist

Job Title:	Accounting Specialist	Level:	
Department/Group:	Accounting	Job Category/EEO-6:	
Location:	Waukesha	Position Type:	Full Time
Salary Range:		FLSA Status:	Exempt

Job Description

SUMMARY:

RESPONSIBLE FOR INVOICING CUSTOMERS, COLLECTING CUSTOMER RECEIPTS AND MISCELLANEOUS RECEIPTS, PROCESSING SUPPLIER AND VENDOR BILLS, MANAGING EXPENSE REPORT PROCESSING AND SPECIAL PROJECTS.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Establish customer accounts and payment terms in the ERP system; reviews customer agreements to determine appropriate invoice setup
- Ensure customers are invoiced timely and accurately in accordance with the customer agreement or sales order
- Establishes working relationships with relevant internal departments (e.g., Project Management, After Market Sales & Services, Cost Accounting, Financial Accounting, etc.) to ensure invoicing and resolution of reconciliation issues
- Process customer payments and other miscellaneous receipts; ensure proper posting to account
- Identify potential customer account issues through review of reports (e.g., Accounts Receivable Aging)
- Communicate proactively with sales, project management, and customers to expedite collections of delinquent Accounts Receivable; Prepare and send past due notices, correspondence, etc.; and assertively enforce payment terms
- Prepare a weekly estimate of expected collections for major customers; assist the CFO in the preparation of weekly and monthly cash receipts forecast
- Evaluate the likelihood of collection and make recommendations to the CFO for write-offs and/or referrals to a collections agency
- Together with the Financial Accountant, Cost Accountant and CFO, and process sales commissions for reporting to HR for payroll purposes
- Establish supplier/ vendor accounts and payment terms in the ERP system
- Process all non-customer project related bills (e.g., consumables, parts inventory, freight, utilities, etc.)
- Manage subcontract field labor purchase orders; match subcontractor bills against POs and process
- Review employee travel and expense reimbursements for compliance with company policy and input into accounting system; follow-up on missing expense reports and/or receipts
- Reconcile company credit card statements against expense reports and appropriately authorized purchases (e.g., computer supplies, customer project related purchases, etc.)
- Review and respond to supplier inquiries / statements; request bills and proof of delivery, as necessary
- Identify potential supplier bills requiring payment through review of daily, weekly, and monthly generated reports (e.g., Accounts Payable Aging report) and recommend those to pay to the CFO
- Process supplier payments and other expenditures; ensure proper posting to account
- Prepare weekly estimates of payments to suppliers; assist the CFO in the preparation cash projections
- Ensure day end processing occurred without issues
- Assists with requests from external auditors and ad hoc reporting
- Other tasks including switch board duties when receptionist is predisposed and/or duties as assigned



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QUALIFICATIONS:

- High school degree or equivalent GED or equivalent experience; working towards an Associate degree preferred
- Excellent customer service skills with minimum 2-3 years of experience with phone and email inquiries involving customers, vendors, employees, etc.
- Minimum 2-3 years of experience in Billing and/or Accounts Receivable
- Minimum 2-3 years of experience in Account Payable
- Excellent communications skills
- Accuracy and attention to detail
- Ability to maintain confidentiality
- Outstanding problem-solving ability
- Proficiency in Microsoft Office (i.e., Excel, Word, etc.); Experience with MAS 200 / Sage 100 preferred

LANGUAGE SKILLS: Good grammar and diction. Ability to read English and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

CUSTOMER SERVICE SKILLS: Using excellent customer service skills which includes maintaining a good attitude, taking ownership of meeting customer needs, going the “extra mile” for customers, demonstrating a commitment to sharpening skills through education and training, using positive communication, and looking for opportunities to respect customers’ time and schedules.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a professional office environment where a conservative business dress code is in effect. The noise level in the work environment is usually moderate.

Reviewed By:		Date:	Click here to enter a date.
Approved By:	GW	Date:	September 27, 2016
Last Updated By:	JL	Date:	January 23, 2017