

Position: Accounting Administrator



Position Classification: Full time- Hourly/ Non-Exempt
Position Reports to: Director of Finance
Position Supervises: None

Position Summary

The Accounting Administrator is a critical team player in the day-to-day processing of administrative duties within the accounting department and supports accounts payable, accounts receivable, and general ledger functions.

Responsibilities

Duties include but are not limited to the following:

Essential functions

- Format vendor invoices for processing
- Analyze, match, and code vendor invoices to purchase orders and goods/services received
- Review vendor statements and request missing invoices
- Mail vendor check payments
- Contact vendors to make credit card payments
- Support the customer billing process through completing lower level billing
- Process customer credit card payments
- Sort daily mail
- File accounting department documents
- Act as custodian for the physical files of the accounting department
- Complete billing packet status conversions in the company's operational system
- Send customer invoices via email and route follow up requests from customer to appropriate personnel
- Assist with functions of the company's rebill process
- Complete credit reference requests for customers
- Complete data entry projects, as needed
- Responds to department inquiries via phone and email

Non-Essential functions

- Assist Accounting staff when needed

Qualifications and Experience

- Ability to work independently using good judgement, and as a team player.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, etc.
- Must possess strong analytical abilities.
- Must exude professionalism.
- Pleasant telephone manner with an upbeat and friendly demeanor.
- Exceptional organizational skills with a high consideration to detail and accuracy.
- Resourceful, self-motivated with a sense of urgency and strong work ethic.
- Adept at time management.
- Able to work with finite deadlines.
- Trustworthy, honest, respectful, and flexible.
- A desire to learn and advance in a fast-paced environment.
- Must be able to be entrusted with confidential information.
- Proficient computer skills working with various office equipment, computers and various programs including Excel, Word, Outlook, QuickBooks etc. and the ability to effectively work on spreadsheets, word processing, networking and email programs.
- Authorized to work in the United States for any employer.

Core Competencies

Administrative Reports and Responsibilities

The Accounting Administrator performs and facilitates execution of administrative activities and procedures for the operation of an office or facility or department.

Communication

Accounting Administrators have strong communication skills. They provide regular updates to their managers and communicate the status of their workload to both managers and coworkers, especially during month-end and year-end closes. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept in knowing which form of communication should be used in each situation. They interact well with vendors and internal personnel and provide a high level of service.

Integrity

Every member of the accounting department must demonstrate the highest standard of professional integrity, adhere to company policies and procedures, comply with applicable laws, and government rules and regulations. Each member of the accounting department is responsible for safe-guarding the assets of the company, including keeping information secure that not all external or internal parties may be privy to.

Team Work

The accounting department works together daily to complete projects and meet deadlines, which makes team work imperative. Accounting Administrators make their manager's priorities their priorities and gain a reputation for taking extra steps even for small tasks and provide solutions rather than creating different problems. They assume that their manager is always pressed for time and has deadline to meet. They communicate what their planned priorities are but offer to help with more pressing matters if necessary. This flexibility and willingness to help wherever needed helps ensure that the department's goals and deadlines are met.

Time Management

Successful Accounting Administrators use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. Accounting Administrators understand their tasks, why they are performed, and how they fit into the big picture. They recognize that if something doesn't seem right, it probably isn't, and they seek an explanation before completing their work. Understanding the big picture will help them to prioritize and ask for help when necessary instead of spending time caught up in unnecessary details.

Education and Certifications

Associates degree or functional equivalent preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company's policies regarding required meal breaks.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Employee Information

Employees Name: _____
Employee Signature: _____
Date: _____

Supervisor Information

Supervisors Name: _____
Supervisors Signature: _____
Date: _____