



Job Description

Job Title: Accounting Assistant/Accounts Receivable
Department: Finance
Reports To: Accounting Manager
FLSA Status: Non-Exempt
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Prepared Date: October 26, 2018

Summary: The Accounts Receivable Specialist performs a full cycle Accounts receivable position; applies principles of accounting to secure revenue by verifying and posting receipts and resolving discrepancies.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Posts customer payments by recording cash, checks, and credit card transactions on a daily/weekly basis
- Maintains accurate customer records by invoices, debits, and credits.
- Verifies validity of account discrepancies/deductions by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
- Resolves valid or authorized deductions on a timely basis by entering adjusting entries.
- Resolves invalid or unauthorized deductions on a timely basis by following pending deductions procedures and following up with sales team/customer as required.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department as necessary.
- Summarizes receivables and deductions by maintaining invoice accounts; verifying totals; and preparing aging reports on a weekly basis.
- Assists with month end or reporting tasks as required.
- Providing assistance to the accounting team through completion of ad hoc duties, including office administration and cross training in other areas as required.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read 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.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Inventory software; Spreadsheet software and Word Processing software.

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.

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. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

While performing the duties of this Job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals; outside weather conditions and extreme heat. The noise level in the work environment is usually moderate.

Employee:

I have received a copy of my job description and understand the responsibilities of my position. I also understand that this job description does not imply any specific duration of employment that would erode my at-will status. I know that my job duties may be revised or changed at the discretion of SunFoods LLC, based upon their business necessity or my performance. I acknowledge that I can perform the essential functions of the job with or without reasonable accommodations and that I require a reasonable accommodation I have discussed my needs with SunFoods LLC.

Applicant:

I have received a copy of the job description for which I am applying and understand the responsibilities of the position. I also understand that this job description does not imply any specific duration of employment that would erode my at-will status, if I were hired. I know that the job duties may be revised or changed at the discretion of the Company based upon business necessity or performance. I acknowledge that I can perform the essential functions of this job with or without reasonable accommodation and that I require a reasonable accommodation I have discussed my needs with SunFoods LLC.

Employee
Signature _____ Date _____

Applicant
Signature _____ Date _____