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**Job Title: Accounting Assistant AR/AP** **Department: Accounting**
**FLSA Status: SNE** **Supervises: N/A**
**Reports to: Accounting Supervisor AR/AP**

**Purpose and Objectives:**
The Accounting Assistant AR/AP will perform a variety of accounting tasks for Accounts Receivable, Accounts Payable and General Accounting. They will assist in the application of accepted accounting procedures to maintain accounting records and files. Must be highly organized with strong attention to detail, comfortable with multi-tasking, have strong interpersonal communication skills, and maintain a high level of confidentiality.

**Essential Duties and Tasks:**

**Accounts Receivable - Specific Duties & Responsibilities**

- Apply payments for all customers and or appropriate General Ledger Account within CSI.
- Process checks received via mail through the bank website and local scanner and post payments in ERP system.
- Receives daily emails detailing Walmart US and Walmart Canada current remittance spreadsheets. Apply checks in ERP system and updates all corresponding Excel files including the Walmart US shortages and returns worksheet.
- Assist in sending out customer correspondence including proof of deliveries & payment requests.
- Review A/R aging to ensure customer accounts are current. Send monthly statements to past due accounts via email. Review balances remaining after payment is applied and complete Chargebacks or Credit Memos as needed.
- Maintain accrual files for each customer to ensure accurate amounts are being deducted and accrued for defectives and program dollars.
- Review all customer compliance deductions and forward them to the correct internal department for correction, justification, or improvement. Notify the customer when we deny or challenge the claim.
- Maintain Direct Import payment schedule for all customers. Process Direct Import receiving, shipping, and invoicing in CSI as scheduled each month in a supporting role.
- Send electronic aging reports to credit reporting agencies and update A/R balances for all major accounts monthly.
- Review customer post audit claims: investigate within accounting file information and contact other internal departments for backup or verification for payment or denial.
- Process all DOTCOM customer payments and assist with creation of uploads for new customers. Includes a review of the deductions to make sure they are processed to the correct G/L account or denied promptly. Work closely with Information Systems team on missing or erroneous invoices.
- Access all customer websites for payment information, deduction detail and claim creation.

**Accounts Payable - Specific Duties & Responsibilities**

- Process Import Freight Invoices for Landed Cost Freight, Duty, Brokerage and Insurance. Process and follow up on disputes with them for billing errors.

- Match & enter invoices against existing Purchase Orders within ERP system. Review invoices for matching against approved purchase orders and route items for proper approval when a variance occurs.
- Review non-purchase order invoices for receipt, proper general ledger account coding and expenditure approvals. Process valid invoices in ERP system. Correct miscellaneous charge distributions as necessary.
- Process international invoices within CSI and maintain schedule of invoices due for foreign vendors. Reconcile prepaid inventory G/L account monthly.
- Process US Customs payments and apply to specific USCBP invoices. Reconcile prepaid customs G/L account at month end.
- Post vouchers to general ledger daily.
- Process Wires, ACH and Check payments
- Review Centric Quality System for any outstanding accounting tasks relating to vendor quality control and issue Debit Memo's as needed to vendor accounts.
- Create New Vendors and Artists in CSI upon receiving required documentation.

**Amanti Art - Specific Duties & Responsibilities**

- **Back UP/Cross Training:**
  - Amanti Art Accounting Assistant when needed; match & enter invoices against existing Purchase Orders and apply payments in Accounts Receivable.

**General Accounting - Specific Duties & Responsibilities**

Assist Finance Supervisor and Cost Accountants with a variety of accounting tasks including, but not limited to:

- Reconcile cash accounts monthly to confirm month-end balance.
- Assist in the preparation of monthly financial statement books.
- Assist in annual financial audit for A/R, A/P, Inventory Testing, and other areas as needed.
- The position will assist the Accounting Supervisor AR/AP, Finance Supervisor, Accountants, and CFO in the participation and completion of other tasks and projects as needed.

**Qualifications:**

- A minimum of four-year bachelor's degree in business or equivalent experience is preferred.
- 2-5 years of accounting AR/AP/GL experience, preferred.
- Good problem-solving skills are required.
- Working knowledge of Microsoft Word, Excel, Office 365, and Internet required.
- Experience with Infor CSI and QuickBooks, preferred but not required.
- Good oral and written communications skills are required.
- Good organization, prioritization and multitasking skills are required.
- Ability to establish and maintain effective working relationships with co-workers.
- Attention to detail and a high level of confidentiality is a must.
- Self-motivation in seeking duties and completing tasks is preferred.
- Ability to understand and follow complex oral and written instructions and technical terminology.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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CURRENT INCUMBENT(S): DATE LAST MODIFIED: 9/26