

# Job Description



**Job Title:** Accounts Payable/Receivable Specialist

**Department:** Corporate

**Status:** Full-Time

## Position Overview

Assist the AP and AR departments with the day to day operations of the Accounting Department.

## AP/AR Assistant Job Duties:

- Keeping track of all payments and expenditures, including, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding invoices
- Continuing to improve the payment process

## AP Job Duties:

Entry, posting, and processing of accounts payable records, providing clerical support necessary to pay the obligations of the company including:

- Entry of all accounts payable into financial accounting software
- Assemble invoices to be completed for payment, completing payment process of approved items
- Review invoices for satisfactory payment approval
- Maintain copies of vouchers, invoices or correspondence necessary for files

## AR Job Duties:

Responsible for the collection of outstanding accounts receivable as well as the entry and recording of cash, check or electronic deposits into the financial accounting software including:

- Reconciliation of client accounts, investigating and resolving issues related to incorrect customer payment
- Regular contact and resolution with past due accounts
- Maintain copies of deposits for files

## Skills/Qualifications:

- Prior experience of 2-4 years in Accounting or a related field, Associates Degree preferred
- Proficiency in MS Office with expertise in Microsoft Word, and Excel
- Superior organization skills and dedication to completing projects in a timely manner
- Excellent time management skills and ability to multi-task and prioritize work
- Comfortable working in a fast-paced office environment
- Attention to detail and problem-solving skills
- Ability to improve processes for department efficiency
- Exceptional communication skills
- Proven accounting experience

Revision Date: 10/15/2024

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- Knowledge of office management systems and procedures

# FLASH

Family of Companies



### PHYSICAL REQUIREMENTS

Typical office setting. Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. Job will include repetitive movements, repetitive use of computer/office equipment and usage of hands to type, handle, control, or feel objects or tools.

### EEO STATEMENT

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

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Employee Name – please print

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Employee Signature

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Date

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