



Job Descriptions

Job Title: Accounting Assistant

Job Code:

Incumbent/Associate Name: Caylie Bahr

Department: Admin

FLSA Job Classification*(3): hourly salaried non-exempt exempt

DBI Job Classification (3) full-time auxiliary/part-time temporary

**determined by HR department/job evaluation process*

Reports to: Accounts Receivable Supervisor

General Purpose: (Summarize overall purpose of job)

Assist in all areas of accounting to include Accounts Receivable, Customer Service, Driver Check-In and Receptionist. Accept and respond to customer inquiries regarding orders, products, billing and service availability. Provide general office and administrative support as needed.

Essential Functions:

1. Provide any needed assistance to customers to include but is not limited to; pulling invoices, reviewing and researching of payment details, running statements, as well as working with all other departments to ensure all inquiries are taken care of and addressed. Promptly answer the telephone to avoid routing calls into voicemail and answer incoming calls transferred by receptionist. Be courteous and helpful at all times, regardless of the situation. 30%
2. Provide assistance to Accounts Receivable. Assistance includes but is not limited to; follow up on short pays, skipped payments, and past due invoices. Review accounts with finance charges to be collected/written off. Review customer license information to ensure all licenses are current. Verify customer files are up-to-date and contain all necessary information (ABC info, credit applications, and resale certificates). Respond to all driver calls after 4:30pm (and any additional received throughout the day). 25%
3. Act as Driver check daily until 12pm upon arrival of Driver Check-In. Thereafter, act as back-up for coverage of all breaks and lunches, in addition to full coverage in case of absence. Coverage includes but is not limited to processing of daily Lockbox and Desktop deposits, checking in drivers, submitting chain discrepancies to Coastal Chain A/R representative upon review, as well as sending corrected invoices and scanning all paper loads. 25%
4. Create invoices for product taken from warehouse by employees, suppliers, or will-call, draft orders and any other invoice or credit as needed. Request debit/credit adjustments as needed, ensure all required paperwork and documentation is completed properly and copies are scanned and saved in the appropriate network files. 10%
5. Provide back-up for receptionist and Order SF processing. Coverage of front desk (incoming calls, dock-sales, and employee invoice generation on breaks and lunch) in absence of receptionist. Process Order SF every Thursday after 4pm as well as provide full coverage in absence of customer service. 5%

SECONDARY FUNCTIONS: *(Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function.)*

- | | <u>% of Time</u> |
|--|------------------|
| 1. Act as back-up for all functions in the Admin department for sick/vacation coverage. | 3% |
| 2. Perform misc. accounting duties, other duties and special projects as assigned by any member of Management. | 2% |

QUALIFICATIONS/BASIC JOB REQUIREMENTS: *(Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)*

ADMINISTRATIVE SKILLS:

*Strong working knowledge of MS Office software.
Well organized, timely and professional manner.*

FUNCTIONAL/TECHNICAL KNOWLEDGE:

*Must possess strong customer service skills.
Ability to operate multi-extension telephone system.*

COMMUNICATION SKILLS:

Must be able to effectively communicate via written and verbal form with all internal departments (Operations, Sales, Warehouse, and Executive) as well as customers and/or suppliers and in a timely and professional manner.

SKILLS SET COMPETENCIES:

*Strong written and verbal communication skills.
Strong and effective customer service skills.
Strong organizational skills.
Strong time management skills and ability to meet deadlines.
Ability to work in a fast paced environment.
Eager and willing to assist office staff as needed.*

AREA OF REQUIRED KNOWLEDGE:

*High school diploma or equivalent.
Some college is preferred but not required.
3-5 years of office related experience.*

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Seeing | <input type="checkbox"/> Ability to Move Distances
Within and Between
Warehouses/Offices | <input checked="" type="checkbox"/> Lifting (specify)
5 Pounds |
| <input checked="" type="checkbox"/> Color Perception (Red,
Green, Amber) | <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Carrying (specify)
5 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Ability to Mount and
Dismount Forklift/Truck | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input type="checkbox"/> Pushing/Pulling | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Touching | | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |
| <input checked="" type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Writing- Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|---|--|
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Outside | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Dirt Dust |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.