

Accounting Assistant

LOCATION: Akron, Ohio

JOB SUMMARY

Full-Time Accounting Assistant under the supervision of the CFO.

KEY RESPONSIBILITIES**Accounts Receivable Duties**

- Create Sales invoices and deliver to customers electronically
- Manage and post cash receipts from lock box
- Maintain electronic customer records
- Assist with customer pricing, agreements, and communications
- Monitor Accounts Receivable Aging and contact customers when collection issues exist
- Deliver customer statements two times/month

Accounts Payable Duties

- Enter vendor invoices
- Pay vendor invoices
- Respond to vendor inquiries (missing information, payment, etc.)
- Collaborate with Purchasing Department to resolve issues
- Assist with converting vendors to electronic payment

General Accounting Duties

- Monthly bank reconciliations
- Prepare Account Analysis (as needed/assigned)
- Complete special projects (as needed/assigned)

Qualifications

- Associate Degree in Accounting preferred
- Proficiency with PC and PC related hardware and software, Microsoft Office 365, Excel, Word, Oracle/NetSuite, QuickBooks, and Office equipment required

Experience

- 4-5 years of general accounting experience, Accounts Receivable, and Accounts Payable experience and with related software
- Ability to work with a high level of independence, reliability, and efficiency
- Ability to independently solve problems
- Proficiency with ERP systems (Oracle/NetSuite and QuickBooks experience desired)
- Proficiency with all Microsoft Office products
- Proficiency with Microsoft 365
- Proven ability to organize data
- Proven ability to interact with all levels of team members (internal and external) and management
- Solid business acumen and effective interpersonal, written, and verbal communication skills
- Customer-satisfaction focused
- Ability to execute multiple tasks within tight timelines
- Adaptable to change within a fast-paced environment

APPLY

Express interest and relevant qualifications via email to careers@theken.us. Cover letter and resume welcome.