



## Accounting Assistant

**Purpose:** As member of Veritable Vegetable's (VV) Finance department, the Accounting Assistant is responsible for providing clerical support and back-up predominantly to Accounts Receivable Specialist and Accounts Payable, as well as varying support and back-up to other Finance Department staff.

**Status:** Reports to Finance Manager; coordinates closely with Accounts Receivable Specialist and Accounts Payable.

### **Responsibilities:**

#### **Accounts Receivable Support**

1. Accurately file customer invoices, credit applications and other documents daily
2. As directed by Accounts Receivable Specialist, receive and process customer payments, includes sorting, coding, scanning payments and shredding checks
3. As directed by Accounts Receivable Specialist, manage customer credit application process, includes timely requesting, following up and logging reference responses
4. Handle customer inquiries and follow-up with customers regarding their account and payment status, includes sending skipped and missed invoices
5. As directed by Accounts Receivable Specialist, prepare daily Adjustment Invoice mailings, monthly Customer Statement mailings, as needed special collection and other mailings
6. Various other projects and tasks as directed by Accounts Receivable Specialists.

#### **Accounts Payable Support**

1. As directed by Accounts Payable, process vendor invoices comparing to VV purchase orders in accounting software
2. Accurately file VV purchase orders, vendor invoices, and other documents daily
3. As directed by Accounts Payable prepare daily checks for mailing, includes printing checks, coordinating check signatures, accurately matching vendor invoices to check stubs, filing check stubs and invoices and mailing signed checks with any supporting documentation
4. Handle vendor and VV Purchaser inquiries regarding VV accounts with vendors, includes determining when payments were issued, requesting missing invoices and sending Revised AP Invoices
5. Various other projects and tasks as directed by Accounts Payable

#### **General Accounting Support**

1. Accurately count petty cash (monthly) in conjunction with other Finance Department staff
2. As directed by Accounts Receivable Specialist, assist with weekly freight bills and any supporting documentation
3. Participate in month end inventory count verification, accurately counting randomly selected inventory items
4. Various other projects and tasks as directed by Director of Finance, Finance Manager or Payroll Coordinator

### **Essential Requirements**

- Being organized, maintaining meticulous files and records
- Being service-oriented, actively looking for ways to evaluate and help people
- Being exact or highly accurate in data entry
- Determining tasks, priorities, and goal and meeting strict deadlines
- Working both independently and in a group to accomplish work goals
- Taking responsibility for work outcomes and results
- Understand and act in accordance with Veritable Vegetable's mission statement and values in the workplace
- Knowledge of accounting practices

### **Abilities and Skills**

- Communicate effectively with others either in writing, by telephone or face-to-face as appropriate for the need of the audience.
- Understand Finance Department systems and follow instructions
- Use logic and reasoning to identify and solve problems
- Exercise good judgment and decision making
- Manage one's own time well
- Work collaboratively internally and externally
- Maintain professionalism in all interactions
- Possess a strong mathematical aptitude

### **Qualifications**

- 1-2 years of general accounting experience
- Proficient in Excel and other Microsoft Office applications
- Must be fully vaccinated against COVID-19

### **Physical Requirements**

- Must be able to lift full file boxes (approx. 35 lbs.)
- Must be able to perform job tasks in close physical proximity to other people
- Must be able to filter out extraneous noise while on the phone
- Must be able to do constant computer work
- Must be able to sit or stand for extended periods of time

### **Schedule**

- This is not a remote position. All work is performed on-site
- Monday-Friday, flexible 8.5-hour day-time shift (30-minute paid lunch)

**Wage Range:** \$23 - \$25/hour