

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Accounts Receivable/Payable Specialist

DEPARTMENT: Finance

IMMEDIATE SUPERVISOR: Chief Financial Officer

FSLA: Non-Exempt

SUPERVISION RESPONSIBILITIES: No

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Provide administrative support to accounting. Assist with maintaining all accounts receivable accounts including invoicing, statements and all month end reports. Perform routine accounting duties related to invoices, purchasing, and miscellaneous accounts. Key various data into computer.

2. SPECIFIC JOB RESPONSIBILITIES:

Accounts Receivable

- A. Take calls from customers regarding billing questions. Maintain the emails for customer service que.
- B. Create and run invoices, and prepare for sending.
- C. File and/or distribute invoices and reports to sales staff as needed.
- D. Create and maintain files for invoices, statements and miscellaneous correspondence.
- E. Receive payment on account by entering and printing receipts into the computer, and maintain deposit log.
- F. Research files and find documentation needed for processing credits and returns.
- G. Prepare reports in excel or word for yearend audit and as required.
- H. Maintain consignment and future due spreadsheets that are needed for reconciling costs at month end.
- I. Scan AR records for storage into electronic file system, as appropriate.
- J. Create, process and maintain export documentation, including invoices, credit memos, cash receipts and shipping documentation per policy.
- K. Perform all functions related to A/R for processing month end.
- L. Assist VP of Finance in preparing for all audits.

Accounts Payable

- A. Prepare miscellaneous invoices for payment.

- B. Process invoices with proper purchase orders, packing slips and receiving reports. Resolve invoice discrepancies.
- C. Code invoices with proper general ledger account number, and enter invoice date into ERP system.
- D. Key invoice data into computer.
- E. Prepare spreadsheets as required by the VP of Finance/CFO or Accounting Manager.
- F. Assist in the process of reconciling bank accounts.
- G. Monitor invoices for correct city and state sales tax and track discrepancies for reporting.
- H. Prepare invoices and spreadsheet for refund of city sales taxes on quarterly basis.
- I. Backup of scanning AP records for storage into electronic file system as appropriate.
- J. Other duties as assigned.

3. JOB SPECIFICATIONS:

- A. Education/License/Certification Requirements
 - 1. Experience in Accounting and/or completion of Account Classes preferred.
- B. Experience Requirements/Qualifications
 - 1. Experience with spreadsheet and word-processing computer applications, required.
 - 2. Experience in accounts receivable and/or accounts payable, preferred.
 - 3. Must be detail-oriented, highly organized, and have a proven ability to multi-task.
 - 4. Knowledge of generally accepted accounting principles, preferred.
- C. Physical Requirements
 - 1. Ability to sit for long periods, up to six (6) hours per day, required.
 - 2. Manual dexterity, required.
- D. Lift and Carry Requirements

1. This position requires occasional lifting and carrying of boxes of paper and files, weighing up to 30 lbs. in the following situations:
 - a. Moving boxes of paper short distances from storage facilities to computer printers.
 - b. Moving files and boxes of files short distances from file cabinets to work area or storage facilities.

E. Equipment/Tools Requirements

1. Ability to utilize office machines such as computer, scanner, adding machine, telephone, printers, photo copiers, and postage meter.

F. Competencies

1. Accountability
2. Accuracy
3. Detail Oriented
4. Organized
5. Communication
6. Customer Oriented
7. Responsible

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature _____ *Date* _____

Employee or Supervisor comments:

Return this form to Human Resources.