

AQUA-HOT HEATING SYSTEMS, INC.

JOB TITLE: Accounting Specialist

This position is primarily responsible for supporting the Accounting Manager with a wide range of accounting functions and projects by performing the following duties:

Core Accounts Payable duties and responsibilities include the following, other duties may be assigned.

- Process incoming mail concerning billing and invoicing
- Maintain all vendor records in accounting system
- Monitor all vendor payment agreements to ensure discounts are taken appropriately
- Enter invoices and check requests into accounting system, matching purchase orders when needed
- Research and resolve any discrepancies with vendor invoices, PO receivers, or packing slips
- Communicate with vendors as needed to ensure accounts are current and all documentation needed has been received
- Enter and track credits owed to the company and ensure all credits are properly applied to vendor payments
- Pay all invoices and check requests due on a weekly basis per company policy
- Assist with transition to electronic payment method
- Maintain all records through timely and accurately filing of documentation
- Monitor and reconcile appropriate general ledger accounts per company policy

Core Accounts Receivable duties and responsibilities include the following, other duties may be assigned.

- Post daily cash receipts, checks and wires, in the accounting system
- Ensure all checks received are deposited timely
- Balance credit card deposits in GP to the gateway
- Process manual credit card payment transactions
- Communicate with customers about any billing and payment discrepancies
- Reconcile billing/payment discrepancies and discount terms taken to balance accounts
- Monitor account aging on a regular basis
- Initiate collections on past-due accounts per company policy
- Engage management over any AR problems encountered
- Maintain all records through timely and accurately filing of documentation
- Monitor and reconcile appropriate general ledger accounts per company policy

Other duties

- Assist Accounting Manager with posting of journal entries
- Assist with account reconciliations
- Assist with inventory cycle counts
- Act as backup for biweekly payroll

QUALIFICATIONS:

- Basic understanding of accounting principles
- Ability to use Microsoft office suite with proficiency in Word, Excel, and Outlook
- Intermediate to advanced typing and 10-key skills
- Advanced mathematical and logical deduction skills

AQUA-HOT HEATING SYSTEMS, INC.

JOB TITLE: Accounting Specialist

- Excellent attention to detail
- Strong organizational and time management ability
- Excellent communication skills for internal and external communication
- Respond promptly to customer needs and requests for service and assistance timely

Our Benefit Package Includes:

- Hourly Wage
- Medical
- Dental
- Vision
- 401(k) Plan
- Paid Holidays
- Educational Assistance

Please submit a cover letter and resume to Geoff Powell at gpowell@aquahot.com