

AQUA-HOT HEATING SYSTEMS, INC.

Job Description

JOB TITLE: **Accounting Specialist**

Reports To: Accounting Manager

Company Overview

Founded in 1984, Aqua-Hot Heating Systems, Inc. is one of the most recognized and trusted brands in the recreational vehicle (RV) industry. We offer premium products that provide RV owners with exceptional comfort while saving fuel, reducing emissions, and adding real value. Aqua-Hot supplies more than 40 original Equipment manufacturers in North America, China and Europe.

Aqua-Hot's Work Ready products provide auxiliary heat for busses, medium and heavy duty trucks, and over-the-road trucks. These products run on the vehicle's fuel, diesel, natural gas, or propane, getting vehicles ready to go and keeping workers warm while reducing emissions and complying with anti-idling laws.

Aqua-Hot provides great solutions than make our customer's product better.

POSITION SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core Accounts Payable duties and responsibilities include the following, others 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
- 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, others 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

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- 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

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable

COMPETENCIES AND REQUIRED SKILLS:

Intellectual

- Analytical – Collects and researches data; Uses intuition and experience to complement data.
- Design – Generates creative solutions; Demonstrates extreme attention to detail
- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations
- Project Management – Coordinates projects; Completes projects on time and on budget
- Technical Skills – Strives to continuously build knowledge and skills

Interpersonal

- Customer Service – Response promptly to customer needs; Solicits manager feedback to improve service; Responds to request for service and assistance timely; Meets commitments
- Internal and External Working Relationships – Develops and maintains courteous and effective working relationships with coworkers, clients, vendors, and/or any other representative of external organizations

Organization

- Business Acumen – Aligns work with strategic and departmental goals
- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing internal and external demands in aspects of how business is conducted.
- Safety and Security – All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities

REQUIRED SKILLS:

- Basic understanding of Debits, Credits, and Accounting principles
- Ability to use Microsoft office suite with proficiency in Word, Excel, and Outlook
- Intermediate to advanced typing and 10-key skills

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- Advanced mathematical and logical deduction skills
- Excellent attention to detail
- Strong organizational and time management ability
- Excellent communication skills for internal and external communication
- Experience with customer service and client communication

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

OTHER SKILLS:

- Ability to interact with computers and computer systems to set up functions, enter data, or process information
- Processing information by compiling, coding, categorizing, calculating, auditing, or verifying information or data
- Gathering information by observing, receiving, and otherwise obtaining information from all relevant sources
- Evaluating information to determine compliance with standards by using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards
- Being highly organized with the ability to develop specific goals and plans to prioritize, organize, and accomplish your work
- Analyzing data or information by identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts
- Communicating with supervisors and peers in a clear, concise, and positive manner through telephone, email, or in person as needed
- Ability to make decisions and solve problems by analyzing information and evaluating the results to choose the BEST solution
- Establish and maintain interpersonal relationships by developing constructive and cooperative working relationships with others and maintain them over time
- Manage difficult or emotional situations

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and frequently sit. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and walk.

The employee must occasionally lift and/or move up to 25 pounds.

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ACKNOWLEDGEMENT:

I have read and acknowledge receipt of this job description and agree to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees who hold this position.

Manager Signature

Employee Signature

Date

Date