



Position: Accounts Receivable/Accounts Payable Assistant

Department: Support Service

Reports To: 1. Accounting Manager

Job Type: Full-Time/Year Round

JOB SUMMARY: Reporting to the Accounting Manager, this role will perform tasks required for an accurate Accounts Receivable/Accounts Payable System while working in conjunction with the entire Lurvey's Team.

Duties and Responsibilities:

- Set up & maintenance of customer accounts in the NCR Counterpoint System
- Processing Wholesale Purchase Agreements and Credit Applications
- Aid in collection of past due accounts
- Assist with processing the monthly billing statements
- Prepare customer waivers
- Answering customer questions & addressing customer issues
- Process accounts payable for specific vendors
- Reconcile vendor statements
- Maintain data in Microsoft Excel
- Ordering of office supplies
- General Office duties including answering telephones, filing, handling routine correspondence, usage of copy & postage machines, greeting visitors, etc.

Knowledge, Skills and Abilities required:

- Mathematics – Using basic mathematics to solve problems as well as using accounting abilities when necessary and the ability to choose the right methods or formulas to solve a problem.
- Excellent oral and written communication skills
- Ability to handle all types of personalities when dealing with customers
- Ability to calculate discounts, convenience fees and other basic mathematics
- Excellent organizational and time management skills

Credentials and Experience:

- 1 to 3 years accounts receivable experience is preferred.
- Knowledge of NCR Counterpoint a plus
- MS Word/Excel/Outlook experience (intermediate Excel skills preferred).
- Ability to treat confidential information with sensitivity
- High School diploma or equivalent.



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We offer medical (flex spending included), dental and vision insurance. Other benefits include vacation, sick/personal days and 401k matching.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ *Date* _____