

## **Accounts Receivable Accounting Assistant Job Opening**

Our fast-growing technology and manufacturing company has an opportunity for an experienced and accurate accounting assistant. We offer a dynamic yet casual work environment that rewards enthusiasm, team collaboration and a commitment to excellence.

Equilibrar is a 35-person team that designs and manufactures custom fluid control valves for scientists and engineers around the world. Our products have played key roles in advancing space flight, developing new medicines, testing the performance of zero emissions fuel cell engines, and much more.

As Accounting Assistant, you will assist the Accounting Manager with daily duties and will collaborate closely with our Customer Service, Purchasing, Production, and Inventory Processes. Knowledge of manufacturing accounting will be a key skill set to build a strong connection in our processes from start to finish.

We are looking for a person who enjoys working in a fast-paced environment without getting overwhelmed or losing focus. We are especially interested in people who enjoy learning new skills and playing a key role in a team with an innovative mindset. We place a high emphasis on self-motivation, and we value our whole team's ability to move fast in a global marketplace.

### **RESPONSIBILITIES:**

- Email customer invoices daily or upload to appropriate vendor portals
- Customer credit reviews to establish payment terms
- Assist with new customer setup forms
- Perform accounts receivable payment posting and collections, contacting customers via email or phone concerning past due accounts
- Review emails daily for customer orders and available credit limits
- Assist with sales tax certificate collection for our applicable states
- Maintain electronic filing system for accounting documents
- Perform miscellaneous tasks as needed and contribute to the team's overall efforts
- Cross train to assist the accounts payable process in some of the duties listed below
- Perform accounts payable data entry through direct entry, purchase orders or credit card transaction entry in our ERP system
- Maintain credit card receipts
- Work closely with purchasing to generate vendor returns for credits, outsourced processes, and/or modifications (knowledge of purchase orders and Bill of Materials helpful)
- Maintain vendor accounts with W9 and Certificate of Insurance (COI); request yearly certificates and advise coverage limits and insured limits

## **ESSENTIAL SKILL SETS and COMPETENCIES**

- Understanding of inventory related to manufacturing processes
- Familiarity with ISO9001:2015 a plus
- Strong work ethics and critical thinking skills
- Extreme attention to detail and pride in workmanship
- Excellent data entry skills
- Ability to work unsupervised with abundance of self-motivation
- Ability to speak in a professional and personable manner when answering the phone and communicating with customers, vendors, or others
- Eagerness to learn new and innovative skills
- Ability to multi-task or quickly shift tasks and work under pressure to meet deadlines when required
- Strong oral and written communication skills
- Ability to preserve confidentiality where needed
- Ability to follow internal controls to ensure companies' financial security
- Proficiency in using Microsoft Excel, Word, Outlook, and Internet
- Proficiency in using Accounting Software; NetSuite is preferred, but QuickBooks, Timberline, Sage Peachtree, or other similar software would be acceptable
- Comfort in communicating problems and ideas in a constructive way
- Proven ability (via previous employment or education) to follow a task through to completion
- Flexibility to perform diverse tasks and contribute to an entrepreneurial mindset in which each individual wears multiple hats

## **MINIMUM QUALIFICATIONS:**

- Associates degree in Business Administration or Accounting is preferred
- Demonstrated reliability in a job that demands focus and personal interaction
- Valid driver's license

This position offers the potential to grow with a rapidly expanding technical company that strongly mentors' talent. Benefits include paid time off, paid holidays, a matching 401K program, tuition assistance and a health insurance program. Equilibar values diversity. Reasonable accommodations are considered to enable individuals with disabilities to perform the essential functions. We are excited to offer a hybrid in office and work from home schedule after training.

Please send a resume plus cover letter to [janetstiltner@equilibar.com](mailto:janetstiltner@equilibar.com) telling us about your prior work history, experience, and especially what interests you about this position and our company. We are interested in a person's self-motivation, team spirit and desire to learn. Tell us about your strengths and passions! References, Background Check and Drug Test are required.