

## **Accounting Assistant (10/5/22)**

**The primary focus of the Accounting Assistant will be to support the general Accounting Department. This position will be assigned specific duties and responsibilities as well as be expected to assist in special projects as needed.**

### **Responsibilities:**

- Receive and Record customer payments into internal data system. (ERP)
- Review, Calculate and Communicate warranty credits for customers.
- Communicate with co-workers and customers to process accurate and timely warranty transactions.
- Keep accurate records in accordance with company practices and standards
- Provide support to the Accounting Department, as necessary

This position is considered hybrid/flex after orientation and with approval of the manager.

### **Qualifications:**

- Experience in data entry
- Knowledge of standard accounting procedures
- Ability to prioritize and multitask
- Detail Oriented
- Problem Solving
- JDE experience a PLUS
- 1-3 years in office/accounting environment

### **Education:**

- High School Diploma or GED

### **Expectations:**

- Accounting focus
- Proper Time Management/Organization to complete assigned duties
- Knowledge of Microsoft Suite
- Ability to gain knowledge of computer programs/data entry in a timely fashion
- Willingness to assist others in the Accounting Department and/or company when needed