



Job Description

Job Title: Accounts Receivable/Payable Processor

Location: Corona, CA

Salary Range: \$27.00 -\$31.00

Reports to: Controller

SUMMARY

Under general supervision the Account Receivable/Payables Processor is responsible for maintaining an environment that is customer focused with a standard of excellence as it relates to timeliness, integrity and overall work as it pertains to processing payments on invoices, paying vendors and collecting on accounts receivables.

In this role the AP/AR Processor will perform data entry for expense invoices as well as processing and posting payments related to those invoices. To do this, you will use quick and accurate data entry techniques and follow up communication with relevant stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Receivable:

- Performs accounting clerical duties related to accounts receivable and collections.
- Ensure accurate and timely processing of all invoices and payments, research and resolve any variances.
- Processes customer statements, invoices, and change orders according to contract, with the required support documents i.e. releases, notifications, certificate of insurance, etc.
- Review and download bank lockbox collections and reconcile in NetSuite.
- Remote deposit scanning for live checks.
- Confirms all necessary documents are accounted for as required per contract and internal procedures.
- Responds to customer inquiries by answering questions and supplying documents.
- Collection on overdue accounts.
- Review AR aging and have the ability to explain plan of action for collections and resolving variances.
- Reviews end of month balances comparing to general ledger for accuracy,
- Supports Controller with other administrative duties.
- Maintain various files using Microsoft Word and Excel.
- Implement process improvements.
- Other duties as assigned.

Accounts Payable:

- Manage accounts payable for multiple subsidiaries using Net-Suite accounting software.



- Oversees yearly 1099 procedures.
- Enter and process invoices into NetSuite ERP system.
- For expense invoices, ensure proper general ledger coding, both GL account and GL business unit and work with department managers to ensure only authorized invoices are paid.
- Electronically file vendor invoices on the corporate network and within NetSuite attached to the relevant bill record.
- Establish and maintain relationships with new and existing vendors.
- Ensure bills are entered and paid in a timely and accurate manner as part of the weekly payment processing run.
- Enter and match bill payments that have been processed through the bank against the related bill in the account's payable sub-ledger.
- Prepare 1099's each year by the required deadline.
- Assist with various ad-hoc duties, reports and projects as requested by finance management.
- Implement process improvements.

EXPERIENCE REQUIREMENTS: Generally, requires a minimum of three (3) years prior experience in collections and payment processing. Required proficiency in Microsoft Office Suite with advanced Excel skills. Knowledge and competency using NetSuite a plus.

EDUCATION REQUIREMENTS: High school diploma required. Bachelor's Degree in Accounting, Finance, Business Administration or a related field from an accredited College/University a plus or equivalent experience in related field preferred.

OTHER SKILLS AND ABILITIES:

- Strong knowledge of accounting practices, procedures, and requirements
- Use of Microsoft Excel formulas including vlook-up, xlook-up, and sum-if.
- Highly motivated, focused and results oriented.
- High level of accuracy and attention to detail. Proven analytical skills and the ability to synthesize conclusions clearly.
- Fact based approach and willingness to understand the details of the business and its transactions.
- Ability to prioritize workload, meet deadlines and understand when to escalate potential issues. Ability to manage multiple tasks according to required deadlines. Flexibility to switch gears with little notice.
- Maintain composure under high stress conditions.
- Ability to be optimistic, positive and supportive in all interactions with others.
- Ability to exercise discretion and tact in all interpersonal contacts, and to always maintain confidentiality.
- Strong interpersonal skills with the ability to use tact and diplomacy; must be team player.



- Sound communication skills and the ability to effectively communicate with operating management, with a strong service orientation. Ability to explain issues and recommend solutions.
- Pro-active, self-motivated and action oriented

SUPERVISORY RESPONSIBILITIES: No

CONTACTS:

Internal: All departments within the Company (local and HQ), all levels of Company staff from line to executive

External: financial and tax auditors, consultants, customers, and vendors

JUDGEMENT/REASONING ABILITY: Ability to recognize discrepancies and resolve problems quickly using sound judgment, poise and diplomacy. Requires ability to use judgment and reasoning skills, and determine when issues need to be escalated.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands and fingers, bend, stoop and reach with hands and arms. And:

Ability to lift up to 35 pounds	<5% daily
Able to sit at a desk and use/view computer	90% daily
Able to hear and speak into a telephone	60% daily
Able to stand, bend, stoop, twist	20% daily

WORK ENVIRONMENT: The noise in the work environment is usually moderate. Other factors are:

- Ability to travel if needed. Travel is minimal (<5 % annually) in this position.
- Fast-paced, with multiple demands environment
- Professional, yet casual office work environment
- Ability to work extended hours as required.

REQUIRED PREHIRE SCREENINGS:

- Criminal - Felony and Misdemeanor 7 Years



- National Criminal Data Base 7 Years
- Social Security Verification
- Driving Record
- NDOT Drug Screen
- Education Verification
- Employment Verification
- Credit Report

Employee Signature:

Date