

JOB DESCRIPTION

JOB TITLE: Office Assistant Light Bookkeeper

EMPLOYER: Easiway Systems, Inc.

FULL TIME:

DEPARTMENT: Office

REPORTS TO: Controller

EFFECTIVE DATE: 5/20/2022

ABOUT THE COMPANY: Easiway Systems is a leading manufacturer of environmentally safe chemicals and equipment for the screen printing & graphic arts industry. At Easiway, we develop, manufacture, and distribute our quality products throughout the world from our corporate [headquarters located in Delano, MN](#).

Bluewater Labs is our brand new sister company. Bluewater Labs develops, manufactures and distributes automated screen room equipment for the screen printing industry from our corporate [headquarters located in Greenfield, MN](#).

Our core values give us the framework for leadership and daily decisions and help us enjoy our time at work. Employees, Customer Service, Innovation, Integrity, Family and Profitability all define the core values and beliefs of our company.

Easiway Systems offers a competitive wage and benefits package to full-time employees including 401k match program, paid time off, health, vision, dental, & paid holidays.

SUMMARY: Perform Accounts Payable recordkeeping, cash balancing, and other light accounting duties for Easiway Systems and Bluewater Labs. Assist with daily office admin duties.

DUTIES AND RESPONSIBILITIES:

- Determine credit worthiness of new customers.
- Send customer statements.
- Monitor past due accounts and follow up as necessary.
- Record daily cash receipts and reconcile cash accounts daily.
- Manage office petty cash fund and reimbursement procedure.
- Compile invoices and substantiate payment transactions.
- Post AP transactions to appropriate accounting system.
- Manage and reconcile credit card charges.
- Enter weekly sales expenses into accounting system.
- Support customer service as needed.
- Answer telephone calls and emails in a professional and timely manner.
- Coordinate office calendars and employee rosters.
- Perform general clerical duties including invoice filing and mail distribution.
- Purchase office and warehouse supplies.
- Perform other duties as assigned.

QUALIFICATIONS:

- Strong computer skills, including Microsoft Office
- Sage 100 experience a plus
- One to two years bookkeeping experience or equivalent
- Strong organizational, communication, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Acute attention to detail

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.