**MULCAHY COMPANY**

**JOB DESCRIPTION**

JOB TITLE: Accounting Assistant Employment Status: Non-Exempt

DEPARTMENT: Accounting Reports To: Accounting Manager

**SUMMARY OF JOB:**

To provide assistance in the processing of accounts receivables, billing and miscellaneous administrative responsibilities, ensuring accuracy and efficiency of operations.

**RESPONSIBILITIES:**

* Process billing and customer invoice submittal
* Assist with posting customer payments
* Initiate collections on past-due accounts
* Communicate with customers about billing discrepancies and questions
* Engage management over any AR problems encountered
* Process stock invoices
* Assist with factory order acknowledgements
* Filing and general administrative duties
* Back-up Receptionist position

**REQUIRED SKILLS:**

* Teamwork: The ability and desire to work cooperatively with others on the team. Offers support for others’ ideas and proposals.
* Interpersonal Skills: Gets along and interacts positively with co-workers and others; understands and relates to others.
* Dependability: Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
* Attention to Detail: Performs tasks with care; is thorough. Checks work to ensure accuracy and completeness.
* Adaptability: Adapts to changing business needs, conditions, and work responsibilities and works with a variety of situations, individuals and groups.
* Time Management: The strategy of planning out our available time and controlling the amount of time you spend on specific tasks in order to work more efficiently.

**EDUCATION:**

* High School Diploma
* Associates degree in Accounting or related field; or job-related experience
* Microsoft Office and/or Business Central/NAV experience a plus

**WORK RELATIONSHIP:**

* Reports to the Accounting Manager
* Customers and Internal Departments