

Bookkeeper



Department: Accounting

Reports to: General Manager – CG West

FLSA Status: Exempt

Date: March 2022

POSITION SUMMARY:

The main focus for this position will be maintaining the daily accounts receivable, accounts payable and cash management activities for all Continental Girbau West locations. This position will also interact with sales team members to accurately job cost projects to ensure company financial objectives are being achieved.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Account Receivable

- Customer File Management/Maintenance including initial system set up, address changes, special requests, distributor lists, invoice filing (Open & Paid)
- Equipment, parts and warranty invoice/credit processing
- Account collection management to include Interaction with sales/parts department on AR issues including account status reports, troubled account resolution, etc.
- Month end GL reconciliation for accounts receivable
- Resale Certificate File Maintenance

Accounts Payable

- GNA purchase order processing for prior days sales
- Vendor Invoice processing
- Vendor account and invoice file management
- W-9 File management ensuring current required documents are on file for all vendors
- Month end GL reconciliation for accounts payable

Cash Management

- Customer Payment Processing including bank deposits and reporting to GNA
- Customer Credit Card Payment Processing & Monitoring
- Credit Card Authorization File Maintenance
- Daily customer payment processing
- Cash Analysis reporting for upper management
- Cash Account Reconciliation

Miscellaneous

- Store Project Cost Analysis
- Act as back up for the reception area
- Provide support back up for the Parts Department
- Assist in semi-annual physical inventory counts
- Other duties as assigned
- Strict confidentiality on all matters



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QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass drug screens and background checks if requested.

EDUCATION/CERTIFICATION/LICENSURE:

- Associate degree in accounting or related area

EXPERIENCE REQUIRED:

- 1-2 years in an accounting related field

KNOWLEDGE AND SKILLS REQUIRED:

- Solid understanding of accounting principles and terminology
- Strong mathematical and problem solving skills
- Strong client-facing and interpersonal communication skills
- Detail Oriented: Completes and maintains high level of accuracy of even the smallest aspects of assigned tasks
- Strong time management and organizational skills to accommodate and meet deadlines
- Self-driven and proactive
- Ability to work effectively under pressure in a fast paced, rapidly changing environment
- Ability to work independently on projects
- Ability to engage in a continuous learning process
- Proficient in use of Great Plains Dynamics accounting software is preferred, but not required
- Proficient in use of MS Office package including word, excel, Outlook (email/calendar) and PowerPoint
- Ability to work effectively in a team environment and meet deadlines

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered primarily non-physical and performed mainly in a professional office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.
- Travel up to 5%

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create



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employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date