



## Accounting Specialist

**Purpose:** As an Accounting Specialist, your primary job function is to execute and complete daily accounting duties for accounts payable and receivable.

### Responsibilities may include:

- Accounts Payable:
  - Daily payable entry and batching
  - Weekly check run
  - Expense reports processing
- Accounts Receivable:
  - Collections
  - Daily invoicing
  - Daily deposit, ACH & credit card transactions
  - Monthly contract billing
- Help maintain document filing system
- Provide administrative support to internal staff and customers
- Sales representative service hour recording and entry
- Assist with month end activities
- Adhere to all safety policies and applicable Standard Operating Procedures (SOPs)
- Other duties & special projects as requested

### Requirements:

- Pleasant demeanor and positive attitude
- Detail oriented
- Excellent oral and written communication skills
- Excellent computer skills/knowledge
- Ability to manage multiple tasks/competing priorities
- Ability to work independently and on a team
- Experience/proficiency with Microsoft Office platforms (e.g. Word, Excel, Outlook, etc.)
- High School degree or equivalent (Associate's degree or higher preferred)
- Previous accounting experience preferred

Work shift is 8 hours (7:45 a.m. to 4:45 p.m.) at our Westfield, Indiana headquarters, Monday through Friday, with an hour for lunch. Occasionally, overtime is required due to special circumstances.