

Job Description		Procedure No.	
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		Owner/Approver	Cathy McGuire

Junior Accountant & Office Administrator

DEPARTMENT: Finance

ACCOUNTABLE TO: Business Unit Controller

LOCATION: CHASKA, MN

JOB SUMMARY

The Office Administrator & Jr. Analyst will be required to perform an array of duties. In addition to reception responsibilities, the Office Administrator & Jr. Analyst's responsibilities also include supporting Human Resources activities related to payroll. The Office Administrator & Jr. Analyst is also accountable for planning company/departmental events and welcoming/planning for visitors.

ACCOUNTING SUPPORT PRIMARY RESPONSIBILITIES:

- Process Accounts Payable invoices including manufacturing, vendor, and freight.
- Process bi-weekly check run
- Maintain current AR, participate in bi-weekly AR meeting, resolve discrepancies with customers, collect outstanding AR, and work to reduce our DSO.
- Enter new customers in system, update customer information, process/print customer invoices and credit memos.
- Enter new vendors in system, process all statements, and resolve discrepancies.
- Process daily banking activity and reconcile bank to GP system.
- Process credit card payments by customer
- Assist in preparation of company audits and tax inquiries
- Contribute to All team by proactively seeking opportunities to support the team.
- Other office functions and projects as assigned
- Enter annual inventory tags into computer.
- File sales tax monthly, quarterly, and yearly in states we have a nexus in
- Maintain database for customer sales tax exemption certificates and Sales & Use Tax spreadsheet
- Send out customer reference requests
- Financial analytics as required to support the growth of Aeration Industries International

ADMIN PRIMARY RESPONSIBILITIES:

- Answer, screen and forward any incoming phone calls while providing basic information when needed, including routing customer service calls to the appropriate places. Complete accountability of phone coverage, communicating backup needs to assigned staff and communicating to staff when out of the office.
- Proactively prepare for visitors, including the Board of Directors: update welcome board, order food, set up refreshments, snacks and computer in board room/training room, etc.
- On a regular basis, take inventory of the office appearance, note areas for improvement and take measures to help improve the look of our facilities.
- Receive and sort daily mail/deliveries/couriers in a timely manner after delivery.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- If possible, make trips to stores for events and visitors, including getting drinks, snacks and supplies.
- Complete monthly filing of sales and shipping documents, including bills of lading, invoices, shipping confirmations, etc.

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- Distribute emails and faxes from Aeration Industries website and fax machines to appropriate personnel and help transition this to individual personnel
- Perform other clerical office functions such as filing, copying, collating, faxing, watering plants, etc.
- Ensure printers have adequate supply of toner. Order supplies and call for service as needed.
- Keep updated company phone list

QUALIFICATIONS AND EXPERIENCE:

- Associates degree in accounting preferred or two years + of equivalent work experience
- High degree of accuracy and attention to detail
- Critical thinking/problem solving skills
- Must have organizational skills with the ability to multi-task
- Strong communication skills and ability to work with all departments
- Strong computer aptitude and proficiency in Microsoft products - Word, Excel, PowerPoint, and Outlook.
- Excellent written and verbal communication.
- Proficiency in GP, CRM, and Adobe Acrobat preferred
- Expert knowledge of multi-line phone system
- Ability to lift 20 pounds

HISTORY

Rev	DD/MM/YY	Description	Approved By
0	10/19/18	Initial release	D.MacLean