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**JOB DESCRIPTION**

**TITLE: Accounting Specialist II**

**SALARY RANGE: $22.00-$32.00/hour Non-Exempt Position**

**REPORTS TO: Controller**

**SUMMARY:**  The Accounting Specialist II primarily assists with customer invoicing and accounts receivable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

* Process customer invoices.
* Communicate with customers and employees to resolve outstanding invoices in order to receive payment.
* Communicate with customers to resolve credits on their account.
* Manage accounts going to collections.
* Process credit and debit memos.
* Prepare and send out reports, as required.
* Send statements, as appropriate, to customers.
* Manage customer accounts database.
* Process deposits.
* Maintain data according to company procedures.
* Keep workstation clean and assist with general office housekeeping.

**REQUIRED KNOWLEDGE, SKILLS & ABILITY**

* Detail oriented.
* Able to follow directions.
* Possess moderate computer skills.
* Able to communicate effectively.
* Ability to sit for prolonged periods of time.
* Ability working in a loud, distracting environment.

**SUPERVISORY RESPONSIBILITIES:** None

**EDUCATION and/or EXPERIENCE:** Accounting Degree preferred; basic accounting courses required.

**NOTE:** This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as indicated by their supervisor(s).

This job description is not an employment contract. Employment is “at will” and may be terminated at any time, with or without cause, by you or us.

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| QSR-621: Job Description |  | 1/23/25 Version Date |
| Owner: Controller |  | Review Date |