BARN LIGHT ELECTRIC COMPANY®

Job Title: Accounting Specialist
Department: Accounting
Reports to: Accounting Manager

Supervisory Responsibility: No
FLSA Status: Non-Exempt
Physical Demands: Level I

Job Summary: Maintain records of financial transactions by establishing accounts; posting transactions; managing accounts payables and receivables; updating the trial balance, profit-and-loss statement and balance sheet; assist with completion of state sales tax payments.

Essential Duties and Responsibilities:

- Post customer payments by recording cash receipt
- Update and reconcile applicable receivables balances
- Ensure that all customer bills are paid in a timely manner within the terms
- Resolve collections by examining customer payment plans, payment history, credit line, and directly contacting the customer as necessary
- Invoice and provide statements to terms customers in accordance with processes
- Open, date stamp and initial daily mail, scan and maintain electronic copies of vendor invoices on network folders
- Enter and allocate A/P into the financial software. Prepare A/P check run weekly for approval
- Ensure that vendors have W-9 on file
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Complete required tasks timely to ensure all financial reporting deadlines including monthly, quarterly and year-end close are met
- Resolve discrepancies and irregularities
- Complete and update significant process documentation (desk procedures) annually for each function
- Maintain fixed asset accounting function including reconciliation of annual inventory process with other departments
- Payroll functions including 1099's and reconciliations
- Prepare financial management reports as requested by management
- Assist with reconciliation of ledger Accounts as directed by management
- Cross-train other processes within the department as requested
- Adhere to all company policies, procedures and Standard Code of Conduct
- Maintain regular and prompt attendance
- Perform other duties as assigned

Required Skills

- Have practical work experience in Microsoft Excel, Microsoft Word, and accounting software systems
- Familiarity with networks and data backup procedures
- Good communication skills with management, employees, vendors and customers
- Must maintain confidentiality at all times

Preferred Skills

- Two years' experience in Accounting preferred
- Experience in Microsoft Dynamics Navision desired

Educational/Certification/License Requirements

- AA Degree

Level I Physical Demands

Following are descriptions of five terms on which physical demands are expressed:
Seldom: not at all to once per workday.
Occasionally: up to 1/3 of the workday.
Frequently: up to 2/3 of the workday.
Constantly: 2/3 or more of the workday.
WNL: Within Normal Limits

- **Stand**: SELDOM - standing and sitting as necessary to complete task performed.
- **Walk**: OCCASIONALLY between workstations or to obtain parts and supplies.
- **Sit**: FREQUENTLY TO CONSTANTLY
- **Lift**: May lift smaller items on a FREQUENT to CONSTANT basis throughout the day. May OCCASIONALLY to FREQUENTLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.
- **Carry**: May OCCASIONALLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.
- **Push/Pull:** SELDOM/NEVER
- **Controls**: CONSTANTLY - Controls include office equipment, and keyboards.
- **Climb**: OCCASIONALLY TO FREQUENTLY - The worker may be required to use a flight of stairs or a step stool.
- **Balance**: Within normal limits.
- **Bend/Stoop**: SELDOM/OCCASIONALLY at waist level if retrieving a dropped item. The worker may slightly bend at the neck level on and CONSTANTLY to FREQUENT basis while working on computer or office equipment.
- **Crouch**: Not a required physical demand of this position.
- **Twist**: May OCCASIONALLY be required at neck or waist levels to accomplish various tasks from either a seated or standing position. Can be regulated by use of proper body mechanics and positioning. In addition, the worker will CONSTANTLY twist at the wrists when working on keyboard or office equipment.
- **Knee/Crawl**: Not a required physical demand of this position.
- **Handle/Grasp**: Not a required physical demand of this position.
- **Fine Manipulation/Fingering**: Not a required physical demand of this position
- **Reach: Floor to Waist Level:** SELDOM to OCCASIONAL to retrieve items located below waist level. Waist to Shoulder Level: FREQUENT with minimal extension to retrieve supplies from workstation. Shoulder Level to Overhead: SELDOM to OCCASIONAL, may be performed with either hand.
- **Vision**: Normal to corrected vision is required.
- **Talk/Hear:** The worker should have the ability to communicate effectively with co-workers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Barn Light Electric is an equal employment opportunity employer.

Acknowledgement

I have received, reviewed, and fully understand the above job description. I attest that I am capable of fulfilling the satisfactory execution of the essential duties and physical demands described herein, under any and all conditions as described.

Employee Name_____

Employee Signature_____Date_____