

ACCOUNTING TEAM MEMBER

Summary

The Accounting Team Member ensures the accurate recording of receipts and payments in an office setting of a global manufacturing facility. The Accounting Team support one another in a variety of functions to provide an organized and precise financial system at GARR TOOL.

Profile of Ideal Candidate

Has some college course work in Accounting or Business Administration, preferably an Associates or Bachelor's degree. Has 3-5 years of work experience in an Accounting Department with a basic understanding of bookkeeping practices and procedures.

GARR Standards

Garr Tool Company employees are conscientious, committed, and work as a team to provide the highest level of quality and service to our customers.

Key Responsibilities

1. Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable
2. Researches customer discrepancies and past-due amounts with the assistance of the Sales Team as needed
3. Maintains and updates customer files including contact information
4. Updates the Controller on the current status of customer accounts
5. Communicates customer information changes to the appropriate GARR TOOL employees

Other Responsibilities

1. Cross trains on other accounting functions including accounts payable and inventory processing
2. Documents job duties and changes in procedures
3. Provides back up as needed within Accounting Team

Competencies

1. Effective communicator, both written and verbal in English
2. Excellent organizational skills

3. Excellent at paying attention to minute details in computing and tracking numbers
4. Proven ability to maintain confidentiality
5. Proven trustworthy and reliable in a business setting
6. Proficient in Microsoft Office Excel and Outlook
7. Familiar with using and learning new software applications
8. Follows written and verbal instructions
9. Works well independently

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the key responsibilities of this job.

While performing the duties of this job, the employee is primarily at an office work station, operating a computer. In the manufacturing facility, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the key responsibilities of this job.

While performing the duties of this job, the employee is regularly required to stay within close proximity to a computer screen. The employee regularly is required to be mobile in and around the GARR TOOL office and occasionally in the manufacturing area. The employee may occasionally lift or move objects up to 15 pounds as needed. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position, with a regular schedule of 42.5 hours per week, Monday – Friday. 7:45 am. – 4:45 p.m. with an unpaid ½ hour lunch break and two 10-minute paid breaks.

Travel

No travel required for this position.

Required Education and Experience

High School Diploma or equivalent.

Other Duties

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 may change at any time with or without notice in order to best serve customer demands.

Classification

Non-Exempt, Paid Hourly, 2.5 Scheduled Hours of Paid Overtime Wages Per Week

Reports to

Controller

Signatures

The signature below constitutes employee/applicant's understanding of the requirements and responsibilities of the position.

Printed Name of Employee/Applicant _____

Signature _____ Date _____