



JOB POSTING

ACCOUNTING ASSISTANT

Reports To: Office Manager, Retail Facility
Department: Accounting

JOB SUMMARY: The Accounting Assistant is responsible for functions related to accounts receivable and reception duties. Position covers afternoon, evening and weekend hours.

DUTIES & RESPONSIBILITIES: Reconciles accounts receivable, follows general accounting procedures, maintains files, serves as back-up to Accounts Receivable, provide back-up to Receptionist.

Specifically:

- Prepares, records and verifies accounts receivable transactions.
- Cash handling and reconciliation.
- Ensures accurate transaction entry into accounting software.
- Back up receptionist to greet clients and visitors at front desk; answer incoming phone lines and route calls; mail distribution.
- Perform other general office duties as required.

QUALIFICATIONS:

1. Strong math skills.
2. Knowledge of general record keeping and filing systems.
3. Knowledge of accounting and bookkeeping terminology and practices, preferred.
4. Ability to compare data from a variety of sources for accuracy and completeness.
5. Effective written and verbal communication skills, with a professional attitude and ability to interact well with others.
6. Acts with discretion, honesty and integrity; recognizes need for confidentiality.
7. Ability to solve practical problems.
8. Ability to work evening and weekend hours.
9. Ability to multi-task in a fast-paced environment to meet schedules and deadlines.

EDUCATION & EXPERIENCE:

1. HS Diploma or equivalent.
2. Cash handling experience.
3. Proficient in Microsoft Office.
4. Proven math aptitude either through prior education or experience.
5. Working knowledge of spreadsheets and database software, preferred.
6. Prior experience working in accounting software; Epicor experience preferred.

SAFETY REQUIREMENTS:

While performing the duties of this job, the employee is required to sit, stand, walk, talk and hear in an office environment, utilizing office equipment such as computer, adding machine, copier, stapler; required to lift up to 25 lbs. on occasion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation based upon experience. McFarlane Mfg. Co. offers a competitive benefits package which includes paid health, dental, life and disability insurances, 401k match, Paid Time Off, paid holidays, flexible spending and generous McFarlanes' Retail Employee Discount. To be considered for this position please complete an online application at www.mcfarlanes.net, submit resume to or apply in person at: McFarlane Mfg. Co.; Attn: Human Resources; 780 Carolina Street; Sauk City, WI 53583; email to HR@mcfarlanes.net