

Accounting Clerk



Position Specifics:

Department: Business & Accounting Office
Reports to: Corporate Controller & Corporate Office Manager
Supervises: None

Purpose:

Process account activities which may include processing parts, complete goods, and all other invoices and maintaining vendor records, assisting Corporate Office Manager and Corporate Controller.

Responsibilities:

- Enters all vendor invoices into the dealer business system
- Verifies invoices for accuracy, resolve discrepancies, ensures payment terms are followed, and calculates discounts as appropriate
- Obtains approval and distributes invoices as needed prior to processing payments
- Prepares and processes checks or online payments in a timely manner
- Reconciles vendor statements
- Accurately maintains vendor records and various records for tax purposes
- Maintains filing systems
- Data entry in all forms for accounting office
- Prepare other reports as necessary
- Various duties as assigned

Requirements:

- Experience with CDK business system applications preferred
- Knowledge of agriculture equipment industry preferred
- Understands accounting fundamentals
- Ability to use standard desktop applications such as Microsoft Excel and internet functions
- Ability to use the dealers business system and other programs specific to the position
- High level of attention to detail and accuracy
- High School Diploma
- 2+ Years A/P Experience Required (Education may substitute for experience)
- Knowledge of Accounting/Finance discipline preferred