

Staff Accountant

Department: Financial Administration, Apex North America

Job summary:

The Staff Accountant is part of the Financial Administration department that oversees the day-to-day financial activities of the company. The Financial Administration department is well organized, works efficiently and registers accurately all information related to accounting, and financial administration.

The Staff Accountant works in close cooperation with other peers, and reports to the Financial Administrator.

Primary objectives & management expectations:

- Financial administration
 - Registers and monitors all (financial) transactions through the ERP software (Infor Visual ERP).
 - Handles all financial requirements according to applicable (local) laws and regulations, and according to HQ standards.
- General
 - Work in close cooperation with the Finance & Control department at Apex HQ.
 - Acts as a role-model of Apex core value to reinforce the highest global standards upon which our reputation has been built, including honesty, ethical conduct, and full compliance with the (local) laws and regulations.
 - Lives according the four core values of Apex in relation to all company stakeholders:
 - Accountability
 - Integrity
 - Relationship
 - People

Major areas of responsibility:

- Financial administration
 - AP
 - AR
 - Banking administration
 - Assist with Quarterly Inventory Counting
 - Other accounting duties as assigned

Tasks:

The Staff Accountant manages the incoming payments (**A/R**) on behalf of the company. The specific duties associated with A/R to accomplish this objective include:

- Preparing and mailing/emailing invoices and monthly statements to customers.
- Posting payments to customer accounts.
- Organizing and filing deposit receipts as invoices are paid.
- Preparing reports on delinquent accounts and customer payment profiles.
- Reconciling cash receipts and deposits.
- Adding/Maintaining customer records using Salesforce platform (training provided)
- Assist with handling customer Credit Requests/Claim Process
- Process and file customer credit apps

The Staff Accountant manages the outgoing bills and payable invoices (**A/P**) on behalf of the company, which might include utility payments, product or inventory invoices, employee expense accounts and reimbursements. Some of the other specific duties associated with A/P include:

- Updating and maintaining records of expenditures.
- Sending out payments for company credit cards.
- Responding to vendor invoices and reconciling vendor statements.
- Ensuring that all payments are made in accordance with company policy.
- Ensuring that all payments are sent on time.
- Resolving payment discrepancies and disputes on behalf of the company.
- Work closely with Purchasing to verify receipt of goods, resolve any discrepancies, obtain PO's
- Completion of vendor credit apps

KPI's:

- Correct and timely entering of the payable invoices, i.e., within a working day.
- Correct and timely issuance of payments, i.e., within the designated check run, with the corresponding source documentation (payable invoice) attached to each check.
- Correct and timely recording of the customer payments, i.e., daily.
- Correct and timely follow-up with customer regarding overdue receivables, i.e., within a weekly time frame, with accurate recordings of the customer contacts.
- Correct and timely issuance of customer statements, i.e., within a monthly timeframe.
- Accurate and timely recording of receivable projections, i.e., within a weekly timeframe.

Required knowledge, skills, and abilities (work experience):

- Minimum education: Associates Degree with emphasis in accounting and 1-3 years of experience)
- OR equivalent Experience of 4-7 years of experience performing the above job description
- Experience with Microsoft Excel
- Experience with accounting and/or ERP software

Salary and Benefits:

- 37K – 45K (Commensurate with Experience)
- Fully paid Healthcare (individual)
- Fully paid STD
- Dental, Vision
- 401K
- Medical & Dependent Care FSA
- Supplemental Insurances offered
- Vacation, Sick, Personal (PTO)