

Administrative Accountant

Title Administrative Accountant

Status: Exempt

Reports to: Controller

Position Summary:

This position is responsible for managing the general day-to-day accounting functions. Oversees the completion of ledger accounts. Evaluates and makes appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the Company.

Main Duties:

- Processing invoices for payment to vendors for Company use items
- Cutting checks to vendors on appropriate due dates
- Reconciling bank statements twice a month
- Maintaining book balance spreadsheet
- Processing invoices for resale items
- Reconciling AP1 Liquid Product purchases to AR1 Inventory
- Managing commission store work including entering daily work into PDI, payables and commission checks
- Overseeing all aspects of month-end accounting

Other Duties include:

- Answering the telephone and assisting customers at the counter when needed
- Providing backup support for bookkeeping and other office-related functions, including entering payments, preparing bank deposits, processing credit cards, website administration, filing and updating the POS
- Managing requests for advertising and contributions