

Position Title

Accounts Receivable/Payable Clerk

Date Prepared

January 23, 1995

Department

Finance

Location

Brainerd

Reports to: Accounting Manager

I Position Purpose

- Responsible for accurate processing of receivables to obtain maximum benefits to cash flow.

II Primary Functions Duties and Responsibilities

- Satisfy the internal and external customer.
- Process checks received and make bank deposit daily.
- Transfer funds to payroll bank account when needed.
- Borrow or pay down line of credit as needed.
- Reconcile bank accounts monthly assigned.
- Run cost sheets on jobs and distributes to CSR's for pricing.
- Enter pricing, run invoices and mail.
- Monitor finished goods inventory.
- Run weekly and monthly reports for aging.
- Run month end statements.
- Process month end adjustments.
- Verify credit information on all new customers.
- Inform management of any credit or collection problems.
- Maintain current and accurate filing system.
- Prepare audit schedules and monitor accounts for accuracy.
- Maintain complete confidentiality on all company policies and financial data.
- Perform all other duties as assigned.

III Communication

Internal Contacts

- * Accounting Manager
- * VP of Operations
- * Peers
- * Sales Reps/CSR's

Nature or Purpose

- * Direction, feedback & information exchange.
- * Direction, feedback & information exchange.
- * Communicate with and support each other.
- * Information exchange.

External Contacts

- * Banks, financial institutions
- * Trade Vendors

Nature or Purpose

- * Credit history on new accounts

IV Education and Experience

- High school Diploma
- Formal accounting experience or training.
- Experience in the printing industry preferable.

V Other

- Willing to work as needed.
- Good interpersonal skills.
- Good communication skills.

Employee Signature: _____ **Date:** _____
