

## **Accounts Assistant Position Summary**

The AP/AR Assistant will be responsible for processing and posting customer payments, reconciling accounts, and maintaining strong communication with both customers and internal teams. This role plays a key part in supporting the accounting office and ensuring the accuracy and timeliness of financial transactions.

Job Type: Full-time (7am-4pm, M-F)

Pay: \$20.00 - \$22.00 per hour – based on experience and qualifications

Work Location: In person

### **Key Responsibilities**

- Answering phone calls, sorting / scanning yard tickets, counting and closing daily drawers as needed, post office / mail duties
- Accurately receive and process customer payments; post and match them to invoices. Reconcile account discrepancies in collaboration with customers and the sales team.
- Respond promptly and professionally to emails, phone calls, and other correspondence.
- Maintain and strengthen customer relationships from an accounting perspective.
- Collaborate with sales, dispatch, shipping/receiving, mill, yard, and other departments.
- Manage online portals for specific customers.
- Oversee collections to ensure accounts remain current; follow up on past-due or short-paid invoices. Perform account clean-up and reconciliation tasks as needed.

### **Qualifications & Skills**

- Minimum 3 years of Accounting experience is typically required.
- Proficiency with industry-specific accounting systems preferred.
  - **BisTrack / EPICOR Financials / Word / Excel / Outlook**
- Strong data entry and general math skills.
- Highly organized, detail-oriented, and a quick learner.
- Excellent verbal and written communication skills; confident and professional demeanor.
- Ability to work effectively both independently and as part of a team.
- Strong sense of accountability and commitment to accuracy.