



ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE ASSISTANT

DESCRIPTION

This position is responsible for assisting the Accounts Payable Manager and Accounts Receivable Manager in all functional responsibilities ensuring that all internal business policies and procedures for the Accounts Payable and Accounts Receivable processes are followed and adhered to.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in reviewing all invoices for appropriate documentation and approval prior to payment
- Assist in routing vendor invoices for approval utilizing Timberscan
- Assist in processing vendor invoices; answer vendor inquiries; maintain vendor database
- Assist in printing and mailing weekly accounts payable checks
- Assist in preparing and processing billing to customers
- Assist in reconciling A/P vendor and A/R customer statements
- Assist in conducting A/P and A/R account research and analysis
- Assist in posting all A/R cash receipts, discounts, allowances, price differences, returns and other charge backs to customers timely and accurately
- Assist in investigating deductions from customer payments verifying with department management or project manager that we are being charged correctly for the chargeback being made by the customer
- Assist in preparing month end A/R excel sales tax reports for remittance
- Ensure accurate entry of all A/P and A/R transactions to accounting system
- Assist in maintaining A/P and A/R reports, spreadsheets and corresponding files
- Assist A/P and A/R Manager as necessary – other duties as assigned

JOB REQUIREMENTS

- High School diploma or equivalent
- 3+ year Accounts Payable / Accounts Receivable experience
- Exceptional analytical and problem solving skills and abilities
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as demonstrated experience with integrated accounting software programs and applications

THE RIGHT CHOICE TO CONNECT YOUR BUSINESS

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- Working knowledge and advanced understanding of general accounting procedures
- Proficient in data entry
- Strong attention to detail
- Ability to meet deadlines
- Ability to prioritize conflicting demands
- Ability to lead and obtain results through others
- Ability to work effectively and efficiently either independently or on a team
- Excellent oral and written communication and interpersonal skills
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to see things at close vision
- Ability to lift and/or move up to 10 pounds