

ADVANTAGE MANUFACTURING

Accounts Payable and Receivable Position:

- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pays invoices by verifying transaction information, scheduling, preparing disbursements, and obtaining authorization of payment.
- Obtains revenue by verifying transaction information, computing charges, and refunds, and preparing and mailing invoices.
- Collects revenue by reminding delinquent accounts and notifying customers of insufficient payments.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation, issuing stop payments and adjustments.
- Maintains financial security by following internal accounting controls.
- Secures financial information by completing database backups.
- Maintains financial historical records by filing accounting documents.
- Contributes to team effort by accomplishing related results as needed.

Required Experience:

- Associate degree in related field
- Minimum of 5 years of accounting experience
- Great attention to detail
- Strong customer service skills
- Excellent negotiation skills

If interested in this position, please send a cover letter and your resume to Rich at rich@advmfllc.com.

Advantage Manufacturing LLC offers competitive starting salaries based on Industry guidelines and is an equal opportunity employer.

Advantage Manufacturing LLC
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