

**FLSA Status: Non-Exempt**

**Reports to: Comptroller**

**Position Summary:**

Perform general, routine accounting activities that may include maintenance of the accounts receivable functions, daily route deposits, and collection calls. This position relies on experience and judgment to plan and accomplish goals and works under minimal supervision.

**Job Duties & Responsibilities:**

- General Accounts Receivable functions – prepare and submit customer invoices; post customer payments; print, review, and disburse weekly and monthly accounts receivable billing statements; monitor customer accounts for non-payment and delayed payments; gathering and preparing all the information daily to prepare the daily summary in excel spreadsheet
- Reconciles the AR spreadsheet daily
- Responsible for collecting past due accounts in excess of 60 days
- Prepares and reconciles daily route deposits for accuracy and completeness of their deposits.
- Reviews, verifies, and reconcile producer milk pick-up tickets with recorded milk plant receipts for accuracy and completeness on a weekly basis.
- Scan all documents related to accounts receivable
- Performs electronic scan check deposit daily.
- Data entry for assigned spreadsheets (daily maintenance tech report, filler downtime report, DVIR, etc)
- Perform other clerical duties as needed, such as filing, photocopying, and collating, faxing, scanning, etc.
- Assist with various accounting projects and reporting activities
- Ensures that work area is clean, secure, and well-maintained
- Ensures compliance with all company policies and procedures
- Shall be responsible for reporting and taking any necessary action to prevent food safety and quality problems and safety incidents and accidents from occurring
- Duties shall be performed by the AP Clerk in the absence of the AR Clerk
- Relieve accounting and front office personnel if absent from work
- Follow all policies and procedures including GMPs, SOPs, and SSOPs at all times
- Must wear appropriate PPE at all times
- Performs other related duties as assigned by direct Manager
- All employees are responsible for food safety and quality

**Job Requirements:**

- Two or more years of accounting experience
- Experience in MS office at an intermediate level required.
- Ability to accurately record data and enter data into computer programs

- Ability to read and comprehend instructions, correspondence, and memos
- Excellent verbal and written communication skills
- Able to add, subtract, multiply, and divide in all units of measurement using whole numbers, common fractions, and decimals.
- Ability to write professional correspondence to individuals within and outside of the company
- Ability to assess, evaluate, and solve problems
- Be able to effectively work in a team environment
- Ability to handle multiple tasks simultaneously
- Skilled in organization and prioritization and attention to detail
- Must be able to work flexible hours including overtime, varying shifts, and weekends
- Must be able to pass all medical exams and drug and background checks (including criminal)

**By signing below, I affirm that I understand the above stated requirements and responsibilities of the position. Further, I acknowledge my responsibility to inform my employer if I am not able to complete the requirements for this position in a safe manner, including requesting an accommodation that would allow me to do the job safely and effectively.**

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**Employee Name**

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**Date**

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**Employee Signature**