

Accounting Clerk

The primary objective of the Accounting Clerk is to compile and maintain accounts payable records, prepare vouchers for payment, analyze customers' accounts to select delinquent accounts for collection and analyze receipts for customer accounts cash application.

Additional Accounting Clerk responsibilities include the following but are not limited to:

- For MRO and Metal invoices match invoices with PO and Receiving's and send to Corporate AP for posting and weekly disbursement payments.
- Serve as back-up invoice processor for invoice matching entering data for Caribe invoices in company system application.
- Process Checks requests or prepayments according to directions given as well as provide Corporate CIP disbursements for approvable and recordability before sending to AP Corporate for processing.
- Review bank account balances for cash availability and gather data for supervisor check run approval along with corresponding reports.
- Track Professional Services retention per law requirements and prepare subledger for monthly and quarterly payments when applicable.
- Track service-related vendors for yearly tax reporting to local treasury department as well as send out information to vendors according to local treasury requirements.
- Maintain accurate files for A/P, A/R, Vendor files, Customer credits and debits, re-applications, and their traceability.
- Request new supplier documentation needed for account set up before sending to A/P Corporate for processing.
- Answer customers inquiries on payments due.
- Review daily Bank account balances for customer deposits as well as download payment detail form customer web site.
- Analyze cash receipts and deposits and inform Corporate A/R for cash postings.
- Review customers aging to select delinquent accounts for collection efforts including unearned discounts.
- Maintain a check register for checks received and prepare them for Lockbox mailing.
- Collect supporting documentation for port release of introduced goods.
- Evaluate customer records and advise management/supervisor about delinquent accounts that need further action and maintain records of collection efforts (correspondence, emails, faxes, dates, phone calls, subledgers etc.)

- Contact customers to investigate payables complaints, verify accuracy or charges of bills received and request documentation correction.
- Prepare/collect month end closing documentation/transactions and provide documentation to Corporate for accrual posting.
- Assist Management/Supervisor on other assigned tasks as directed.

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position. Wieland reserves the right to modify and/or change the duties and responsibilities.

- Bachelor's degree in accounting or at least a 2-year business degree or equivalent related experience and/or training; or equivalent combination of education and experience.
- Ability to read, write, analyze, and interpret general accounting business transactions, technical procedures, or governmental regulations.
- Keyboard and keypad skills to write reports and business correspondence. Ability to effectively present information and respond to questions from manager/supervisor, suppliers, and customers.
- Knowledge of Microsoft Office software including Word and Excel.
- Capability of learning inhouse software programs.
- Organized and direct communication with supervisor.
- Fluent English and Spanish communication
- Full compliance with all Company Policies and Procedures.
- While performing the duties of this job, the employee is regularly required to sit; key in data using a computer/laptop keyboard, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move objects up to 15 lbs.

Send resume to Evelyn.Serpa@wieland.com