



## Position: Accounting Specialist

Located: Castle Rock, CO HQ

**Basic Function:** The Accounting Specialist creates a high volume of financial transactions and creates financial reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as supplier invoices and invoices to customers.

### Job Responsibilities:

#### Accounts Payable

- Process supplier invoices and other check requests in a timely manner while following company guidelines and with proper approval
- Review and process employee and contractor expense reports ensuring proper collection of expense receipts
- Print unpaid bills reports, highlight invoices for payment, obtain check payment approval, and print checks
- Correct any discrepancies in vendor accounts
- Ensure proper collection of W-9 forms and prepare 1099 tax filings on an annual basis
- Assist with processing sales tax payments to proper government agencies
- File all necessary paperwork in vendor files as needed

#### Accounts Receivable

- Review customer contracts and process timely and accurate billing of customer invoices
- Research and resolve any invoice discrepancies with proper department approval
- Monitor customer accounts for late payments and other irregularities
- Send routine customer statements and initiate collection on past due accounts
- Process any necessary credit memos and corrections to customer accounts
- File all customer invoices and backup paperwork as needed

#### Additional Responsibilities

- Perform other accounting, financial, or administrative tasks as assigned

#### Requirements

- Highly detail-oriented and self-motivated
- Positive attitude with a strong aptitude for professionalism and courtesy
- Ability to process a high volume of data in a productive and quality driven manner
- Accounts payable/receivable and QuickBooks experience desired
- Strong Microsoft Office and computer skills required

**Working Conditions:** Primarily in an office environment. Will be expected to assist in answering incoming phone calls and greeting other guests and customers of the office. Periodic weekend or evening work may be expected (although not likely).

**Supervises:** none currently

**Working Conditions:** This position is located in our Castle Rock, Colorado headquarters with no remote possibility. Working hours are Monday through Friday from 8am to 5pm, with additional hours possible. Additionally, due to the nature of the information handled within this position, complete confidentiality, and refrain from conflict of interest is demanded, and failure to adhere to these requirements is a terminable offense. We are a company that encourages self-starters and we reward highly motivated employees. There is opportunity for growth within this position for the individual who consistently excels in their performance.