

Anta Electric

Job Description



Last Updated: 06/26/19

Job title: Account Payables/Receptionist

Work Location: 32 Richboynton Road, Dover, New Jersey 07801

Division/Department: Accounting

Reports to: President

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

- Provides financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner
- Match purchase orders to invoices and enter invoices into computer
- QuickBooks efficient, Invoice, scan, and file sales orders.
- Answer multi-line phone system, Transfer calls to appropriate associates
- Manage, scan, and file purchase orders
- Contact vendors regarding outstanding bills
- Responded to fax and internet inquiries
- Maintained customers' files in Higher Gear
- Maintained and filed credit card receipt records
- Provided word-processing and clerical support.
- Reconcile processed work by verifying entries and comparing system reports to balances
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries
- Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments
- Maintain accounting ledgers by verifying and posting account transactions
- Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
- Protect organization's value by keeping information confidential

Education and/or Work Experience Requirements:

- Associate degree is not required, but preferred
- Must be proficient in QuickBooks, Excel and Word
- 3+ years or similar experience in Account Payable/Receptionist environment preferred
- Must be able to work in a team environment
- Strong computer and communication skills

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- Excellent organizational and time management skills
- Previous experience with QuickBooks, Excel preferred but not required
- Flexibility to work overtime as needed
- Ability to multi-task and thrive in a fast paced environment

Other Requirements:

- Ability to maintain regular, punctual attendance.
- Must be able to talk, listen and speak clearly on telephone.

Print Employee Name:

Employee signature:

Date:

Manager signature:

Date:

Job Title: Buyer

Department: Production

Required Job Specific Training after Hire: The topics listed below are required to be trained within the time frames indicated.

“On the Job” (OTJ) training will take place when the assembler is assigned those tasks. An “On the Job” training form (# 300297) must be completed and signed by the Supervisor. This training should also be added to the New Hire Training Form (# 300131) and signed in accordance with PRM 009 (Competence, Awareness and Training)

Date required:	Training Topics:
Day 1	The Company & Organization
Day 1	Product Overview
Day 1	Quality Management System
Day 1	OSHA: Fire, Health, Safety
Day 1	Employee Handbook (Read and SIGN)
Week 1	Basics of Visual Job Shop (ERP System)
Week 1	Work Order Creation
Week 1	Master Schedule Updates
Week 1	Purchase Order Entry
Week 1	Order Expediting Process
OTJ	Invoicing Review and Approval Procedures
OTJ	Receipt of Goods Procedures
OTJ	Material Netting report
OTJ	Consignment Program
OTJ	Customer Specific Processes as Required