

Bookkeeper: Accounts Payable/Receivable (Full Time)

Job Summary

Responsible for the day-to-day operations of the accounts payable and receivable functions. This includes maintenance of vendor records, input of incoming invoices, completion of the payment process, and accurate recording of equipment sales. The individual in this role must maintain a high degree of professionalism and demonstrate confidentiality.

Essential Duties and Responsibilities

- Enter all invoices in the dealer business system
- Verify invoices for accuracy, resolve discrepancies, ensure payment terms are followed, and calculate discounts as appropriate
- Obtains approvals and distributes invoices as needed prior to processing payments
- Prepares checks or online payments to ensure timely payment
- Reconciles vendor statements
- Maintains various records for tax purposes (i.e., 1099's, tax-exempt forms)
- Completes credit applications
- Performs payroll duties
- Coordinates with lead Accountant to prepare information for tax purposes; including, but not limited to quarterly tax payments, year-end tax documents, balance sheets, and income statements
- Assist customers with questions regarding billing statements and payments
- Assists co-workers with related tasks, as necessary and performs other duties as assigned

Experience, Education, Skills, and Knowledge

- Bachelor's Degree in Accounting/Finance discipline required, or Bachelor's Degree with four years related Accounting/Finance experience
- Understanding of accounting fundamentals
- High level of attention to detail and accuracy
- Strong organizational skills
- Demonstrated ability to maintain a high degree of confidentiality
- Experience using business system applications

Benefits & Compensation

- Health, dental, vision, and life insurance
- 401K
- Paid vacation and sick time
- Paid training
- Company sponsored scholarship available

Continuous Development

At Flanagan Implement, we believe continuous development is vital to the success of our employees and business. As such, employees are required to successfully complete company paid in-person, on the job, and online training to continuously improve skills and abilities.