



Simmons Equipment Company
PO Box 719
Pounding Mill, VA 24637
276.991.3345 office
276.226.2396 fax
www.simmonsequip.com

Accounts Receivable Accountant, Job Description (Rev B)

The Accounts Receivable Accountant will be responsible for handling the company's invoicing and managing accounts receivable and customer collections. Tasks include invoice preparation, AR aging reporting, and other A/R related duties.

Responsibilities:

- Prepares work papers by gathering, sorting, and compiling documents and related information.
- Verifies transaction information; prepares and mails invoices.
- Post customer payments in an organized and timely manner.
- Verifies account balances by reconciling customer statements and analyzing transactions.
- Identifies delinquent accounts and insufficient payments utilizing AR Aging Reports.
- Investigates account discrepancies, documents findings, and recommends corrective actions.
- Maintains financial security by following internal accounting controls.
- Maintains financial historical records by filing accounting documents.
- Prepares general ledger journal entries.
- Assists in account reconciliation including credit cards and bank accounts.
- Prepares and maintains Excel spreadsheets.
- Ensuring imaging of invoice supporting documents is timely and accurately performed.
- Assisting with audit support as necessary.
- Recommends improvements and streamlines processes in the accounts receivable arena.
- Contributes to team effort by accomplishing related results and meeting deadlines.
- Other tasks as assigned by Controller.

Requirements:

- Bachelor's degree in accounting or related field or comparable experience.
- Experience in ERP systems (Visibility, Net-Suite, JD Edwards, SAP, Oracle, etc.)
- Advanced abilities with Excel including pivot tables and lookups.
- Proficiency with Word, PowerPoint, Outlook, and Gmail.
- Comfortable using a computer for various tasks beyond general accounting.
- Understanding of Accounting to include subledger to main ledger balancing.
- Experience with Accounts Receivable processes: invoicing, payment posting, and customer interaction.
- Experience with financing arrangements, leases, and asset purchases.
- Organization, Attention to detail, Accuracy, and thoroughness.
- Analyzing Information and reporting results,
- Excellent communication skills, both verbal and written.



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Please visit simmonsequip.com to download an application or submit your resume.