


<b>Job Title:</b>	<b>Accounting Specialist</b>	
<b>Position Type:</b>	Full Time	
<b>Job Description</b>		

**Reports to:** Accounting Manager

**About Steinhauser:** From concept to shelf, Steinhauser works with customers to ensure brands make the best impression at every opportunity. Since 1905, a dedication to the craft of printing has guided the family business. Steinhauser has embraced technological and innovative changes, all the while maintaining our steadfast commitment to quality printing and excellent customer service. As a fourth-generation family business that is now 100% woman-owned, Steinhauser’s success comes from integrity and long-lasting relationships. That is the **Steinhauser Way**.

With respect and consideration for one another, and a strong belief in communication and transparency, at Steinhauser we accomplish everything as a team. We are proud of our people and the way we treat others. Once you walk through our doors, you will see why we have maintained some customer relationships for over 60 years.

**Job Purpose:** To ensure the accuracy of the transactions relating to accounts receivable, accounts payable and to provide day-to-day accounting and financial support. The reliability of this data is critical to provide insights into the financial stability of Steinhauser.

**Duties:** We are looking for a candidate who wants to showcase their exceptional attention to detail and critical thinking skills, along with a continuous improvement mindset, allowing you to contribute to our company’s growth and success in a meaningful way. Responsibilities include processing accounts payable and receivable, posting cash receipts, making collection calls to customers, identifying trends and/or anomalies as well as identifying areas for improvement. Cross-functional communication is key to be successful in this role.

**Accounts Receivable**

- Enter all billing information into Label Traxx system and create and post customer invoices; enter required information into applicable customer portals and monitor payment cycle
- Mail/email invoices to customer; proper filing of invoices
- Review sales reports weekly, make necessary corrections and report to management
- Ensure all sales invoices are coded to correct General Ledger account
- Set up new customers in accounting software, perform necessary credit checks and work with sales to establish and monitor credit limits
- Enter cash receipts into accounting software
- Monitor bank account to identify customer payments
- Prepare sales tax returns and balance to General Ledger
- Manage prepaid customers – collecting payment, reconciling invoice & collecting remaining balances

**Accounts Payable**

- Accumulate all vendor invoices through physical or email means; maintain A/P files
- Match invoices with both purchase order and receipts
- Ensure proper G/L coding
- Continuously review allocations and coding to ensure correctness
- Ensure that all purchase orders have accurate G/L code; educate employees on G/L coding
- Enter payables into Label Traxx system
- Prepare AP accrual at end of the month
- Maintain and manage proper document destruction program

**Accounts Payable (continued)**

- Manages company charge card G/L coding through download of reports and works with Executive Assistant to ensure proper documentation of receipts
- Review and make recommendations of payments to be made from Accounts Payable Aging report
- Ensure all appropriate vendor discounts are taken
- Pull all appropriate invoices that will be paid on check run
- Process checks in Label Traxx system, for signature, mailing and filing
- Monitor bank account to identify and record electronic payments made to vendors

**Collections**

- Call or send statement to customers when their account has become past due
- Send out AR aging weekly to team with notes on past due items, including appropriate detail as to dates of communication, recent days to pay calculation and if the trend has changed over time – all detail entered in Label Traxx
- Discuss each week with the salesperson any past due accounts and arrive at a mutually agreeable course of action.
- Salesperson should be kept informed on the outcome of the collection plan

**Inventory Management**

- Ensure proper cutoff is established with AP inventory invoices, billing, and inventory counts
- Print inventory reports at month-end and work with Accounting Manager to ensure accuracy

**Miscellaneous**

- Maintain daily cash spreadsheet
- Assist in the budget process
- Perform month-end closing entries, accruals, adjustments
- Perform designated month-end closing processes and reports, including sales analysis to Sales Team; calculate and pay CAT taxes
- Maintain sales & use tax spreadsheets
- Record & reconcile sales commissions
- Print AP/AR and sales reports as needed by management
- Communicates with Label Traxx as needed to resolve system issues
- Perform other duties as required

**Preferred Skills and Abilities:**

- Familiar with accrual-based accounting
- Attention to detail with a high-level of accuracy
- Excellent interpersonal and communication skills
- Proactive work ethic with a learner's mindset
- Ability to organize, evaluate and present information effectively
- Strong organizational skills
- Intermediate Microsoft Excel experience

**Education & Experience:**

- An accounting or business-related degree or 1-3 years of equivalent accounting experience

*Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.*

