



## BEST PLUMBING SPECIALTIES, INC.

### Job Description Form

Division/Department	Accounting		
Location	Corporate Office		
Job Title	Accounting Associate		
Reports to	Lisa Shroyer, Stephanie Sekulski	Title	Assistant Accounting Manager Accounting Manager

Level/Grade	Type of position:	Hours: 40 / week
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

#### GENERAL DESCRIPTION

Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government – Military, Hospitality and Multi-family Housing. Currently, we process in excess of 10,000 transactions per month to these entities as well as make purchases from our hundreds of vendors. The accounting department under the accounting manager is an integral part of our continued prosperity.

The Accounting Associate provides clerical support to the Accounting Department and the Accounting Manager(s) by maintaining account records and performing other bookkeeping functions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up new accounts
- Customer billing
- Review and send customer invoices via various vendor portals
- Continuously updating account information per customer and sales representative requests
- Assist with collections – sending past due invoices as requested by managers, document collection efforts on these and assigned rep accounts
- Responds to incoming dept calls and emails from sales reps and customers
- Review Order Report and release or hold orders for questionable accounts
- Cash Receipts-posting checks, credit card payments and/or ACH transactions
- Send statements monthly and provide invoices as needed

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<ul style="list-style-type: none"> <li>• Establish and maintain effective and cooperative working relationships with accounting associates and sales representatives.</li> <li>• Perform other duties as assigned by the Accounting Manager(s).</li> </ul>			
<b>MINIMUM REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• High school diploma</li> <li>• Accounts Receivable knowledge/experience a plus</li> <li>• Interpersonal and communication skills – the ability to maintain confidentiality and speak clearly and persuasively with others.</li> <li>• Dependability – the individual is consistently at work and on time, follows instructions, and responds to management direction.</li> <li>• Organizational skills – the individual possess strong attention to detail, is goal oriented and able to balance multiple projects and tasks.</li> <li>• Problem solving skills – the ability to identify and resolve problems in a timely manner.</li> <li>• Team player – the individual is able to work in a team environment.</li> <li>• Must be proficient in basic math.</li> </ul>			

Your signature below states that you have reviewed and understand all essential duties and responsibilities listed and believe them to be accurate and complete. You also agree to follow and adhere to your job description to the best of your ability. Best Plumbing Specialties, Inc. retains the right to change the job description as it deems necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date