



<b>Job Title:</b> Billing/Payroll & Projects Accountant	
<b>Department:</b> Accounting	<b>FLSA:</b> Salary, NonExempt
<b>EEO Category:</b> Professional	
<b>Reports To:</b> Cost Analyst	<b>Revision Date:</b> May 16, 2011

**Position Summary:** Reporting to the Cost Analyst, this position is responsible for duties in the accounting department related to the billing and payroll functions. These functions include coordinating the billing with sales, management, and warehouse. This staff accountant is also responsible for verifying all customer invoices are coded to the appropriate general ledger accounts. This position also processes weekly payroll including maintaining all payroll ledger accounts by preparing reconciliations and analytical reviews. This position is also accountable for special projects by implementing, monitoring, and tracking the progress of ongoing projects including recommendations, action items, and solutions to track financial improvement and efficiencies.

**Essential Duties and Responsibilities:**

- Work with Financial Analyst to reconcile variances that occur in the application of cash.
- Generate and distribute monthly receivables reports and statements.
- Verify accuracy of billing data and revise errors as necessary.
- Prepare itemized statements, bills or invoices.
- Contacting customers in order to obtain or relay account information, compute credit terms, discounts, shipping charges, rates for goods and services.
- Complete weekly hourly payroll upload and process payroll for manufacturing.
- Review weekly time sheets and resolve with supervisor any discrepancies in employee hours.
- Maintains personnel and payroll records for employees to ensure accurate integration of such records within the ADP payroll system.
- Prepare balance sheet account reconciliations related to Accounts Receivable, Payroll, and Petty Cash.
- Resolve payment discrepancies by using company software and by communicating with internal and external customers.
- Maintain accounts through the collection of past due receivables.
- Post, record and summarize financial data using general ledger activity related to sales, billing, and payroll activity. Needs to understand chart of accounts and the importance of performance analysis.

**Other Duties and Responsibilities:**

- Write off any uncollectible receivables as directed by the Controller.
- Prepare and recommend special project analysis for management.
- Recommend and implement process improvements to the billing processes.
- Collect, compile and/or document credit information for current and future customers.
- Participate in and supports the principles of Open Book Management and recognizes the responsibilities of being an employee-owner of the company.
- Prepares proper documentation for audits and interprets and resolves audit findings.
- Performs additional assignments, as directed by the Controller, Financial Analyst, Cost Analyst or management.

SRC Heavy Duty is an Equal Opportunity and Affirmative Action Employer.  
 The job description does not necessarily contain all of the actual or essential duties of this position.  
 All job offers are contingent upon passing a drug screen and criminal background check.



**Knowledge, Skills, Abilities, and Experience Requirements:**

- Current financial and accounting computer application knowledge with the ability to learn and operate new as well as existing software and hardware on company computers.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of auditing practices and principles.
- Appropriate professional image with high ethical standards.
- Clerical knowledge and administrative ability in maintaining accurate files and records using mathematical and deductive reasoning.
- The ability to organize, plan and prioritize work in order to achieve personal and company goals.
- Excellent interpersonal skills including verbal and written communication and organizational skills are required in order to communicate clearly and persuasively with internal and external customers at all levels of the organization.
- Accuracy and attention to detail are a critical function of this position and to the success of the organization.
- Ability to maintain confidential information.
- Excellent computer skills and an in-depth knowledge of Microsoft Word and Excel skills.
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.

**Additional Skill/Knowledge, Ability/Education/Experience Preferred:**

- Participates in and supports the principles of Open Book Management and recognizes the responsibilities of being a part owner of the company.
- Ability to work independently, take initiative, set priorities and see projects through to completion.
- Employ problem-solving skills and analysis, and report problems to management.
- Bachelor's degree in Accounting
- Completed or in process of CPA Certification.
- Three years general accounting experience.

**Work Environment:** Work is performed mostly in a controlled atmosphere. Some exposure to harsh conditions—such as: dust, fumes, noise, and varying temperatures—for short periods of time is possible. This employee will be required to demonstrate continued knowledge of Haz/Com regulations and requirements. All employees are required to follow safety standards and wear all personal protective equipment in designated areas.

**Physical Demands:** Sitting, 75%, standing/walking 25%. Ability to lift and carry up to 20 pounds is required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this position, the employee is regularly required to walk, stand, use hands and fingers to handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch, and talk and hear.