

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Accountant I – Accounts Receivable

REPORTS TO: Controller/Assistant Vice President of Finance

SUMMARY: The Accounts Receivable Accountant I is responsible for the accounts receivable function and maintaining the Inventory Price List in Advantage.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Prepare daily sales reports.
- II. Release credit holds and send notices on credit holds as needed.
- III. Reconcile major A/R account, e.g. NAD, IAD, General Conference, and Clearing Account
- IV. Prepare and enter A/R debit and credit memos into Advantage.
- V. Monitor the collection and reporting of sales and use taxes, making sure that the company is in compliance with the law.
- VI. Maintain the Chapel Royalty System, including the issuance of royalty reports to the appropriate artists.
- VII. Maintain Advantage inventory, which includes updating, entering the new product, retail price, customer discounting, and inventory costing from the pricing minutes and AS&D formulas.
- VIII. Assign UPCs and enter them with all other pertinent data into Advantage.
- IX. Maintain Graphic Services spreadsheet and generate monthly and year-to-date sales reports.
- X. Circulate Graphic Services billing forms to appropriate personnel and bill customers when approval has been received.
- XI. Transfer Foreign Account Balances to GC each Month.
- XII. Bill miscellaneous items.
- XIII. Proceed through the month-end checklist prior to closing.
- XIV. Maintain regular attendance at work and work overtime as required.
- XV. Comply with Pacific Press employee handbook guidelines.
- XVI. This job description is not intended to be all-inclusive; the Accountant I – Accounts Receivable will also perform other reasonable related business duties as assigned by the Controller/Assistant Vice President of Finance and Vice President of Finance.

EXPERIENCE: 3 to 5 years of general accounting or bookkeeping experience requiring acquired knowledge of specified accounting policies and practices including standard journal entries account reconciliation, State and Federal tax deposits, etc. Working knowledge of word processing, computerized spreadsheets, and computer usage are essential.

EDUCATION: An Associate degree in accounting or its equivalent in work experience.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with Pacific Press.

Acknowledgement

Date