

## Accounting and Client Services Assistant

### Job Summary

The Accounting and Client Services Assistant is responsible in assisting with various Accounts Receivable and Accounts Payable functions, along with various other finance related tasks as well as assisting the Client Services Team. If you are smart, super organized, love to learn, enjoy being part of a team, and are willing to help where you are needed, then you will be a great addition to the Pride Products team.

**Reports to:** Director of Finance and company owners

**Scheduled Hours:** Monday to Friday / 8:30am to 5:30pm ET

**Location:** Fully remote position

**Salary:** Starting at \$45k

### Primary Responsibilities, but are not limited to:

- Entering and paying vendor bills
- Reconciling weekly UPS bill
- Following up on vendor bill discrepancies internally and with vendors
- Receiving various payments (Checks, ACH, Credit Cards) and verifying their accuracy
- Processing credit card transactions
- Creating and sending client invoices
- Resolving client billing issues
- Requesting sales tax exemption certificates from non-profits organizations and maintaining records
- Communicating with client services to resolve issues and maintain accurate records
- Reconciling vendor statements with posted AP invoices
- Following up on past due accounts, sending statements and recording communications with client in AR Tracker

### Additional Responsibilities:

- Assist our Production team with order production
  - Following up on jobs with vendors, our Client Services Team or clients
  - Obtaining Tracking
- Assist our Client Services Team

- Ordering Samples
- Creating Proposals
- Helping with Coverage

**Required Skills/Abilities:**

- Associates or Bachelor's Degree in Business Administration, Accounting, or similar field.
- Minimum of 1 year of relevant experience (2+ years preferred).
- Spreadsheet and QuickBooks experience is a plus.
- Strong organizational skills, including planning and prioritization.
- Ability to manage multiple projects and relationships simultaneously.
- Ability to follow directions.
- Excellent problem solving and process improvement skills.
- Exceptional oral and written communication skills.
- Friendly, professional and willing to help out in any way.

**Interested candidates should submit both a cover letter and resume for consideration**