



## JOB DESCRIPTION

**Job Title:** Accounting Associate I  
**Department:** Accounting  
**Report To:** Finance Manager  
**FLSA Status:** Non-Exempt

### **Position Overview:**

This position is responsible for assisting the Finance Manager with performing routine clerical, filing, and data entry tasks for accounting data, including accounts payable and with emphasis in cash movement, accounts receivable and billing.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

- Supervises the open and close of day cash procedure, check out and check in all cashiers' pan, verify Cash Reconciliation Report.
- Generates POS End of Day Reports and Reconcile to actual. Create daily sales entry and record in accounting system.
- Prepares the daily bank deposits and manages and reconciles change pan.
- Ensures that all bank deposits are delivered to the bank in a timely manner.
- Reconcile and record customer payments in the accounting system and POS
- Creates weekly or monthly invoices and statements and distribute to customers.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
- Research customer discrepancies, chargebacks, and past-due amounts.
- Generate POS month end reports
- Ensures financial data is entered accurately and timely.
- Reports differences and discrepancies found in financial records.
- General Office duties such as filing, handling incoming calls, maintain office and cash register supplies
- Performs other related duties as assigned.

### **Supervisory Responsibility**

NA

### **Position Type and Expected Hours of Work:**

This is a full-time position scheduled 5 days a week between Sunday – Saturday to cover a 40-hour work week. However, during the slow season hours may be reduced to accommodate the needs of the company.

### **Required Skills and Abilities:**

- Basic knowledge of generally accepted accounting principles (GAAP)
- Ability to use accounting software to record, store, and analyze financial data.
- Ability to operate office equipment, such as computers, 10-key calculator, fax machine, and copier.
- Ability to use and familiarity with Point-of-Sale Software
- Must have knowledge of computer application systems/applications such as Microsoft Office and Excel
- Knowledge of administrative and clerical procedures.

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- Ability to work independently and in a fast-paced environment.
  - Must be organized, detail oriented, and have excellent communication skills (written & verbal)
  - Ability to follow written, as well as oral instructions.
  - Must be a team player
  - Must have high standard for providing service
  - Must be able to multi-task. Must be able to handle multiple projects simultaneously.
  - Must have a valid driver's license
  - Must uphold and display actions that are moral and ethical

### **Education and Experience**

- High school diploma or equivalent required; Associate's degree with accounting coursework preferred.
- At least three years of related experience.

### **Physical Requirements**

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Prolonged periods sitting at a desk and working on a computer.
- Ability to see and hear; stand and walk; stoop, kneel, and crouch; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 15 pounds.
- No impairment of sight, smell, hearing, touch, balance and agility of movement which might interfere with ability to work.
- Required to frequently talk and listen.
- Specific vision requirement for this job include close vision, color vision, depth perception, and the ability to focus.
- No impairment of sight, smell, hearing, touch, balance and agility of movement which might interfere with ability to work.
- Must be able to take directional cues directly or indirectly.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments)

**Please submit cover letter, resume, and references by email to be considered for the position.  
References required. Please include the job title in the subject line.**

### **Contact Information:**

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Finance Manager

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