

SENIOR ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE MANAGER

IDEAL START DATE: ASAP

JOB DESCRIPTION

Oversight and management of all Accounts Receivable and Accounts Payable functions, Payroll processing, and other General Accounting support.

RESPONSIBILITIES/JOB DUTIES

Oversight and management of Accounting Assistant & Accounting Admin (Part-Time)

Maintain and establish best practices in A/R and A/P

A/R and A/P

Reconcile Payments received (paper and via EFT); match to invoices, investigate and dispute discrepancies, post credit memos and/or deposits Monthly A/R audit and report to management; follow up on accounts as needed

Access Vendor Portals as needed for backup documents, to file disputes, etc. Maintain and establish best practice for A/R and A/P file management; paper and digital records

Customer and Vendor Onboarding

Setup new accounts in QuickBooks
Manage W-9s, Certificate of Insurance, and other applicable documents
Provide Account statements as requested
Maintain and establish best practice for payment terms, late payment penalty, etc.

Bank Account Management

Account Balance reconciliation; via QuickBooks and Daily Cash Journal
Print Checks and/or execute electronic payment for approved bills, chargebacks
ACH, Wire Transfers, etc.

Payroll - Team of 23

Manage Paycor Portal
Time Sheets, PTO, bi-weekly payroll submission, new hire setup, etc.
Pull reports and book Journal Entries into QuickBooks
Coordinate with outside Temporary Hire Agencies for approved projects
Report and confirm time sheets, complete paperwork as needed

Other

New Employee Paperwork & Paycor Setup
Track and Post any Interest payments on any company loans
Execute distributions to owners as needed
Manage quarterly tax payment due dates
Enter Inventory Receiving Reports and Reconcile against invoice
Reconcile all company Credit Card and post expenses into QuickBooks
Manage and post Employee Expenses and Reimbursements; monthly summary report to management
Sort and distribute mail daily
Notarize documents as needed

DETAILS

Hours: 37.5 hours/week

Directly Reports to: Financial Controller

Job Type: Full-time

Salary: \$60,000 - \$70,000 per year

Work Location: Erlanger, KY

Work Remotely: One day per week

Qualified candidates please send your resume to

Email: raymond@kirksnatural.com

Subject Line: Senior AR AP Application

QUALIFICATIONS

- 4+ years of advanced experience in A/R and A/P
- Including 2+ years in a management role
- Proficiency with Microsoft Office and QuickBooks
- Bachelor's Degree
- Meet company background verification requirements

EMPLOYEE BENEFITS

- Medical Insurance
- Paid Time Off (PTO)
- Paid Holidays
- Potential Profit-Sharing Plan participation
- Remote Work Policy – 1 day / week

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!