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## **JOB DESCRIPTION**

### **Title**

Accounting Specialist

### **Status**

Exempt, Full Time

### **Reports To**

Frank Flores/CEO

### **Purpose**

To perform general accounting and inventory control duties necessary for projects and operational purposes for Flores Automation and Flores Automation and Machine Control companies.

### **Duties and Responsibilities**

- Invoicing based on shipments
- Review of open invoices and customer communications
- Inventory management and control
- Expense report reconciliation FA and FAMC
- Mail and distribute
- Future accounts payable assistance
- Future accounts receivable assistance

### **Qualifications**

- Minimum of three years of proven related experience.
- Formal business training and understanding of business practice and supply chain management.
- Experience developing and implementing effective process and procedures in a growing cross functional environment.
- Minimum of two years of experience developing and utilizing enterprise software. Acumatica a strong plus.
- Proficient computer skills including Microsoft Office.
- Excellent time management, written and oral skills.

**Preferences**

- 2-year degree in accounting or combination of education and experience.
- Strong mathematical skills.
- Highly organized multitasker.
- Team player.
- Willingness to learn and grow with the company.

**Performance Measurements**

Accounting firm does a quarterly review of all accounts. Owner reviews accounts weekly/monthly. All accounts must be up to date and accurate. Up to date financial information may be needed at any time. Inventory management and invoicing of shipments must be timely. Reviewing last invoices for accurate cashflow is required. Feedback from contacts to included: accountants, employees, customers, and vendors that professionalism is always displayed.

Approved By:

\_\_\_\_\_ Date  
Frank Flores, CEO

Accepted By:

\_\_\_\_\_ Date  
Employee