

ROCKFORD CORPORATION

JOB DESCRIPTION

JOB TITLE: Accounts Payable/Accounts Receivable Specialist

DATE: April, 2023

JOB SUMMARY:

The AP/AR Specialist will perform daily Accounts Payable, Accounts Receivable and General Accounting duties within the Finance department. This will include regular interaction and communication across all levels and departments.

SUMMARY OF KEY RESPONSIBILITIES:

- Batch processing of vendor invoices into Oracle A/P module
- Perform PO and receipt matching
- Interface with vendors and internal departments to resolve discrepancies
- Process weekly payment runs
- Work closely with Purchasing department to resolve open PO issues
- Enter/Review daily cash receipts and AR batches
- Follow through on outstanding transactions and problem resolution
- Process monthly subledger close
- Perform AP and AR related general accounting processes
- Assist in general accounting and with department projects as needed

QUALIFICATIONS:

- An understanding of accounts payable and accounts receivable, including AP and AR agings, three-way invoice matching, debit memos, credit memos, cash receipts and payments
- At least 2 years direct experience in payables and receivables processing in a general accounting environment
- Excellent communication skills
- Strong organizational skills and attention to detail
- Intermediate Excel skills
- Enterprise level ERP experience (Oracle E-Business Suite Preferred: AP, AR and GL)
- Ability to manage multiple responsibilities and prioritize assignments
- Must be a team player and adaptable to change
- Must be dependable and have a positive attitude

This position is located in Tempe, AZ. No relocation or remote work offered.

Interested parties please send resume to jobs@rockfordcorp.com

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.