



ACCOUNTING ASSISTANT

North Hartland Tool Corporation is a leader in the design and manufacture of precision fixtures and gages, as well as precision machining. We work with companies in the field of aircraft engines, aerospace, medical equipment, optics, precision instruments, automotive, public utilities, rifles and handguns, computer or other high-technology areas. We are a Complete Design and Manufacture of Precision Tools, Gages and Fixtures.

POSITION SUMMARY

The Accounting Assistant will be tracking cash receipts, invoicing and doing Accounts Receivable collections. This position reports to the CFO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Match invoices, purchase orders and receivers
- Entry invoices and general accounting code
- Print checks
- Review supplier statements
- Fill out credit applications
- Cash receipts
- Cash collections
- Check credit references
- Problem solving – identifying and resolving problems in a timely manner.
- Locate and notify customers of delinquent accounts to solicit payment.
- Receiving payments, posting, and updating customers' accounts.
- Customer Service/Answering Customer questions
- Other duties as assigned

QUALIFICATIONS

- Quality control - demonstrates accuracy and thoroughness, monitors work to ensure quality and applies feedback to improve performance;
- Quantity - meets productivity standards and completes work in a timely manner.
- Must possess excellent verbal and written communication skills;
- Knowledge of Microsoft Word, Excel and other programs;
- Two years accounting experience with an associate degree in Business or Accounting
- Experience with Global Shop or other manufacturing software a plus.

EQUAL OPPORTUNITY EMPLOYER