

## Job Posting

Rite Track is a unique company serving the high tech semiconductor business from the Midwest. Our customer list reads like a Who's Who of Fortune 500 companies including major semiconductor, military, and aviation giants. We even played a role in putting the first rover on Mars. We are looking for a few outstanding people to help facilitate our growth and better position us for success.

### **ACCOUNTS PAYABLE/RECEIVABLE CLERK**

Rite Track is looking for a full-time AP/AR Clerk based in our West Chester, Ohio facility. This person will primarily provide support to our Finance team.

### **RESPONSIBILITIES**

- Input invoices into Macola. Resolve receipt and price discrepancies with Shipping and Purchasing Departments.
- Receive calls and resolve issues from vendors on payment issues.
- File Accounts Payable checks and invoices.
- Maintain Accounts Payable and Receivable files. Consolidate new vendor documents. Prepare for new financial year.
- Accumulate and review 1099 vendor information. Prepare 1099 annual forms.
- Match vendor checks, document, backup, and mail.
- Mail invoices to customers.
- Collect and pursue credit card bill receipts. Reconcile bills to receipts. Code bills for input.
- Input new vendor and change of address information into Macola.
- Update prepaid list for General Ledger input.
- Request W-9 form from all new vendors. Update master list and binder.
- Review collection reports for accuracy. Contact customers for payment.
- Generate and provide monthly receivable report to Controller.
- Input cash receipts into Macola. Investigate short pays.
- Summarize checks received in the mail.
- Monitor and report standard cost issues on invoices.
- Prepare and request feedback on purchase price variances from Purchasing.
- Assist Spare Sales with new customer credit checks.
- File Macola Days/Month End Reports.
- Summarize Petty Cash Receipts.
- Perform cycle count audits.
- Compile asset tagging and reporting by location. Update and maintain backup documents.
- Reconcile assets and depreciation to General Ledger. Provide information for input into General Ledger.
- Invoice review backup.
- Other duties assigned by manager.

### **REQUIREMENTS**

- Experience with accounting related tasks
- Organized with a concern for accuracy and details
- Good working knowledge of Microsoft Excel, Word, and Outlook
- Ability to analyze reports and investigate discrepancies

### **EDUCATION**

- High School Diploma required. Associate Degree in Accounting preferred.

Please send cover letter, salary requirements and resume to: [apply@ritetrack.com](mailto:apply@ritetrack.com)