

Position: Accounting Assistant – Accounts Receivable

Reports to: Controller
Classification: Non-Exempt

Department: Accounting/Finance
Date: February 2010

Job Summary:

The Accounting Assistant is responsible for performing accounting and some administrative work relating to accounts receivable in order to ensure accurate financial reporting.

Essential Functions:

1. Follow established procedures for processing all cash receipts, discounts, returns, and other changes to customer accounts timely and accurately. Works closely with Accounting, Customer Service, and other department personnel to ensure accurate customer balances.
2. Performs month-end closing procedures such as processing and mailing invoices.
3. Responsible for ensuring data integrity of customer accounts. Research all problems and inconsistencies on customer accounts including Trading Post and VC. Responsible for providing excellent customer service and updating customer information accurately and timely.
4. Process *Bugle* newsstand returns accurately and timely
5. Reconcile/process VeriSign and Chapter Activities credit card transactions on a weekly basis.
6. Assist with additional A/R responsibilities as needed. Work closely with Senior Accountant – Accounts Receivable to ensure all monies are recorded and remitted timely and accurately
7. Process TWC invoices. Work closely with TWC Hunting Coordinator in preparing hunt packages.

Additional Responsibilities:

Perform other work as required.

Education and Experience:

HS graduate or GED with 1-2 years experience in a progressive office setting preferred. Volunteer experience and a passion for conservation, and accounting experience preferred.

Knowledge, Skills, Abilities:

1. Knowledge and support of RMEF's mission, goals, programs, and activities.
2. Must be detail oriented, accurate and very organized.
3. Knowledge of basic accounting.
4. Excellent written and verbal communication skills.
5. Ability to use and understand complicated database programs.
6. Ability to work independently without frequent direct supervision.
7. Must be able to meet deadlines in a timely and effective manner.
8. Must be able to prioritize, multi-task, and work under stressful situations.
9. Must have excellent customer service skills, problem solving skills, stress tolerance, and conflict management skills.

Physical Demands: Can sit for long periods. Constant use of office equipment such as telephones, computers, and copy machines are necessary. Some light lifting and bending are also necessary.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Approved:

Supervisor: Richard P. Moog, Controller
Vice President: Lori Parker, CFO

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