

BAY AREA BEVERAGE COMPANY

TITLE:	Staff Accountant
DEPARTMENT:	Administration
REPORTS TO:	Accounting Manager
LOCATION:	Richmond, CA
BENEFITS:	Yes
STATUS:	Full-time, non-exempt
SCHEDULE:	Monday – Friday

GENERAL DESCRIPTION

Do you get excited about spreadsheets and learning new software systems? Do you love problem-solving and customer service? Bay Area Beverage may be looking for you! Reporting to the Accounting Manager, the Staff Accountant is responsible for the timely and accurate application of daily cash receipts as well as internal auditing of all daily delivery receipts. The position also serves as the primary back-up for the Accounts Receivable Department.

RESPONSIBILITIES:

- Answer multiple phones to address sales, driver, and customer questions relating to delivery concerns
- Timely and accurate application of daily receipts from all sources
- Review customer accounts daily; work with all internal teams to research and resolve discrepancies and address any outstanding balances with customers
- Responsible for mailing/emailing customer statements monthly
- Communicate with customers, drivers and operations managers as it relates to credit decisions and outstanding payments as backup to Accounting Supervisor
- Perform account research as directed by Accounting Supervisor
- Process NSF checks – communicate with customers, both internal and external
- Assist in processing bankruptcy notices
- Process, file and follow up on Escrow claims
- Maintain chain master files and reconcile chain accounts
- Monitor EDI transactions and payments; resolve and address issues associated to EDI transactions
- Review complete credit applications and present recommendation to Accounting Supervisor for extension of terms
- Learn, comprehend and comply with all aspects of ABC Credit Laws while keeping in line with company policy and procedures
- Assist with daily Accounts Payable duties such as: purchase confirmations, batch transaction review
- Cross train with Finance department team member to serve as back-up during absences
- Ensure the end of close process is accurately completed within given deadline
- Other duties as assigned

QUALIFICATIONS

- Three to five years progressively responsible experience in a variety of accounting principles
- Strong Excel skills; fast and accurate data entry skills
- Strong customer service skills
- Ability to work under pressure and meet strict deadlines with minimal supervision
- Detail oriented with strong organization, time management and project management skills and multi-tasking abilities
- Advanced analytical and problem solving skills with the ability to formulate and communicate recommendations for improvement
- Exceptional problem solving and analytical skills
- Professional demeanor
- Learning agility
- Prompt and reliable