



## Accounting Associate - Job Description - Industrial Revolution

Industrial Revolution has been crafting outdoor gear since 1971. We are located in Tukwila, WA. Check us out at: <https://www.industrialrev.com/about>

**Qualification Summary:** Industrial Revolution is looking for an energetic problem solver with solid accounting skills to join us as our **Accounting Associate**. You will report to the VP of Finance and work with a small finance team that provides a high level of service with accuracy and integrity. Your position will cover a wide range of general accounting, transactions, and financial reporting, primarily in the areas of accounts receivable, accounts payable, expenses, and banking. You should love working with numbers, be skillful with Excel, and have some experience with an ERP system. Your work will also involve both internal/external customers, so it's important that you communicate clearly and are responsive. As a minimum, you should have an associate degree in a related field and 2-3 years accounting work experience, but a bachelor's degree in a related field is ideal.

### **More Details on Duties and Responsibilities:**

- Monitor accounts receivable to ensure timely payments and work with customers to resolve issues, such as missing invoices or other claims.
- Research and process credit memos, allowances, and other offsets to accounts receivable. Work with the sales and operations teams to insure the validity of these claims.
- Manage accounts payable. Ensure proper invoice documentation and approval. Complete the weekly check run accurately and on time.
- Process domestic and international ACH/wire payments. Work with operations to ensure accurate accounting of pre-payments and/or other discounts.
- Provide support for expense management, including processing sales rep commissions and employee expense reports.
- Process daily deposits and maintain the integrity of multiple bank accounts. Assist the VP of Finance with cash forecasting and management. Resolve banking issues and discrepancies.
- Assist in closing each fiscal month by preparing journal entries and monitoring key areas via the income statement and balance sheet. Prepare reports and reconciliations to substantiate the trial balance.
- Provide support for budgeting, audits, and process improvement projects.
- Other duties and projects as needed.

If you are interested in joining Industrial Revolution as our **Accounting Associate**, please send your resume to our **VP of Finance, Anita Rodgers**, at [anita@industrialrev.com](mailto:anita@industrialrev.com).