



**Position: AP/AR Specialist**

**Job Description**

**Report:** Directly to Cami Erickson, vice president

**Responsibilities:**

**A/P:**

- Enter Wholegood invoices -scan and put into unit easyfile
- Enter Parts invoices - scan and put into each file
- Review/Pay Invoices due by due dates
- State Sales Tax filing monthly
- Company CC reconciliation
- Close Customer invoices after pickup/delivery

**A/R:**

- Enter customer payments daily
- Reconcile CC payments from Gravity Payments
- Send out MSO's to customers after purchase
- Enter Warranty Receivable
- Reconcile Cash Drawer
- Run a report for merging invoices
- Run statements at the end of the month and send them out.
- Review past due accounts
- Review and balance Customer Deposits Account
- Warranty Register units- scan and label and put into each easy file under units and customer 360.
- Enter SPIFF bonus on behalf of salesman
- Help answer phone and greet customers

**Education/On the job training:**

**Hours:** Monday-Friday 8am-5pm or as needed. Overtime at 40 hours per week.



**Benefits Package:**

**Health Insurance Benefits:** We will pay up to 50% of an individual/family plan. Blue Cross Blue Shield ND Group plan, Blue Saver 3200, \$6400 family deductible and out of pocket max, with individual being \$3200.00. Waiting period 60 days after start. More information will be provided.

**401K Matching program.** North Star Ag will match 3.5% if the employee puts in 6%. Waiting period, 1st of next month following your 1 year anniversary.

**Vacation Pay** (includes sick leave, PTO, holiday, personal leave) will accrue at 40 hours after 6 months of employment. An additional 40 hours at 1 year of employment.

**Paid Holidays:** New Years Day, 4th of July, Labor Day, Thanksgiving, Christmas.