

JOB VACANCY

Position: Fiscal-Accounting Assistant- Accounts Receivable
Location: Allen Co.- Main Office
Hours: 7:30am-5:30pm Mon-Thurs 7:30am-11:30am Fri
Starting Salary Range: \$20-\$23/hour

JOB SUMMARY

The Accounting Assistant - Accounts Receivable is responsible for all aspects of the Accounts Receivable function and maintaining customer files.

JOB DUTIES

1. Process Accounts Receivable invoices for payments requests, using the computerized accounting system, ensuring accurate fund distribution.
 2. Reconcile loan/partner payments to invoices and prepare discrepancy reports.
 3. Process Journal Vouchers
 4. Maintain Customer files
 5. Ensure up-to-date budgets are entered into computerized accounting system
 6. Implement Brightpoint Values at all times
 7. Deliver an audit with no findings
 8. Ensure accurate and on time billings/invoice
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 10. Ensure customer invoices and partner discrepancy reports are processed and reconciled weekly
 11. Provide assistance, as required, to program monitors and audit team
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SKILLS AND QUALIFICATIONS

1. Accounting certificate or equivalent work experience. Associates degree in Accounting, Business Administration or a related field preferred
 2. Ability to prioritize work load
 3. Ability to adjust quickly to changing rules and guideline
 4. Proficient in MS Office Applications
 5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
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DATES FOR INTERNAL POSTING: FROM: June 27, 2022

TENTATIVE DATES FOR EXTERNAL POSTING: June 24, 2022 until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, Fort Wayne, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org