



## Accounting Assistant

Compendium, Inc. is looking for a full -time **Accounting Assistant** to join our Accounting team. This position is responsible for working with a variety of accounting and customer service duties for our consumer products wholesale/retail business.

### Primary Duties and Responsibilities:

- Prepare customer AR aging report; review with Controller
- Monitor AR aging report and call/email customers regarding overdue payments
- Prepare daily AR check deposit transactions
- Process incoming payments from customer phone calls and scheduled credit card transactions when customer service is unable
- Assist Customer Service Team with AR questions with accounts that arise
- Update automated AR email notifications as needed
- Review orders on hold status, notify appropriate personnel and remove "hold status" upon approval
- Process credit references from other vendors
- Process credit applications for customer terms
- Contact customer and sales rep for any held orders not approved to ship
- Prepare customer item returns for credit
- Research short pays and over pays and contacting customers for resolution
- Keep customer accounts "cleaned up" e.g. identify small balance write-offs, unused credits, etc.
- Prepare and mail monthly customer statement of accounts

### Other:

- Voucher approved AP invoices
- Prepare commission reports and voucher payments
- Voucher quarterly royalty reports and Rep bonus reports
- Process monthly expense reports and credit card statements
- Maintain office supplies
- Send accounts to collections, if needed
- Inbound and outbound mail assistance
- Assist Controller as needed.
- Accurately perform duties with multiple projects and be able to meet multiple deadlines
- Contribute to a positive team environment in a fast-paced, fast-growing organization
- Attend weekly customer service meeting, if applicable
- Monitor open order and open shipper reports and suggest cancellations

**Required Qualifications and Skills:**

- Must be organized, proactive, possess a “can-do” attitude and have a sense of fun with your spirit with strong verbal and written communication skills
- Able to organize and conduct daily processes independently with good time-management skills
- Familiar with Dynamics NAV (Business Central), Excel, PowerBi, and Outlook.

**Position reports to:** Controller

**Position interrelationships:** Sales, Marketing and Customer Service Teams

**Weekly Hours:** 40 hours

**Compensation:**

Compendium offers a competitive compensation package:

- Hourly wage DOE
- 401(k), company match and profit sharing bonus
- Paid time-off for vacation and sick time

**Company Information:**

**Compendium** is an award-winning company that creates and distributes a fresh, design-rich line of inspiring gift products. Our ever-growing line of gift books, greeting cards, journals, stationery, desk accessories and home décor are now sold in thousands of specialty retail gift stores worldwide.

Please see [www.live-inspired.com](http://www.live-inspired.com) for more information about the company.

**How to Apply:**

Either email or fax your resume and a concise cover letter indicating your qualifications, experience and skills.

**By email:**

Send an email to [CompJobs@compendiuminc.com](mailto:CompJobs@compendiuminc.com).

Either send a .doc attachment or .pdf —or, paste your cover letter and resume into the body of the email.

**By fax:**

Fax to (206) 812-1641, Attn: Accounting Assistant.