



Accounting Clerk

ASV Holdings, Inc. designs and manufactures a full line of compact track loaders and skid steers used primarily in construction, forestry, landscaping and agriculture. ASV also sells OEM equipment and aftermarket parts.

OVERVIEW:

The successful candidate will have experience with A/P and A/R, as well as all basic office administration functions. You will enjoy working for ASV if you like an environment where you can participate in continuous improvement, and contribute as part of a team.

RESPONSIBILITIES:

Major Duties and Responsibilities:

- Assist in month end reporting procedures
- Process accounts payables and receivables as needed
- Perform filing and general administrative tasks

General accounts receivable functions:

- Prepare and submit customer invoices
- Code, post, and receipt payments
- Prepare and coordinate deposit activities
- Perform all necessary account, bank, and other reconciliations
- Monitor customer accounts for non-payment and delayed payment

General accounts payable functions:

- Check, verify and process invoices
- Sort, code, and enter accounts payable data
- Analyze discrepancies and unpaid invoices
- Prepare and coordinate payments to vendors
- Maintain vendor files

QUALIFICATIONS:

Education:

- High School Diploma or equivalent required
- Two year Accounting, Business, Administrative or similar Degree preferred OR equivalent work experience

Experience & Skills:

- 2 years of accounting, bookkeeping, administrative or relevant work experience preferred.
- Must have strong time management & organizational skills in order to prioritize multiple duties.
- Highly developed computer skills; proficient in MS Windows (Outlook, Excel, & Word)
- Excellent customer service skills are essential.
- Must have great attention to detail with a high level of accuracy.
- Must be able to work in a team based environment.

The above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.