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## **ATF Aerospace, Mesa, AZ Accounting Specialist – Part Time**

There are no offered benefits, other than sick time.

We are a growth-oriented company, with both on site manufacturing and distribution. We are searching for a staff accountant to join our finance team.

The key functions of this position are:

- Accounts Payable, invoice validation and recording into ERP system; credit card payments
- Responds to internal and external invoice questions
- Reconciles vendor statements
- Daily credit card reconciliation; opening virtual cards
- Remote Deposit check scanning to bank; ACH & Wire payment processing; check generation
- Customer cash calls
- Runs sales, prepares and sends customer invoices daily; internal sales reporting
- Entry of customer invoices into Wide Area Work Flow (WAWF) and other unique customer portals
- Weekly reporting of labor, scrap, production labor utilization & machine utilization
- Petty Cash management, tracking, reconciliation
- Cycle Count tracking and metrics
- Customer credit reference checks and establishment of initial open terms
- Supports month end / year end closing activities – reporting, reconciliations, tax reporting
- Protects organizations value by keeping information confidential
- General Filing
- Role will expand into other accounting/finance functions and tasks, for developmental growth

Skills/Qualifications:

- Experience with Microsoft (Excel, Word, Outlook, PowerPoint); must be proficient with excel functions, i.e. lookup; pivot tables, etc.
- Time Management Skills
- Attention to detail \* (very important)
- Good Math Skills
- Strong written and verbal communication

Education/Experience:

Minimum high school diploma or equivalent, Associates degree with several courses in accounting preferred. Minimum 3 years' experience in manufacturing environment