METRIX™
ADVANCE YOUR SERVICE

Accounting Associate Job Description

Job Title:	***Accounting Associate***	***Department: Finance***
Reports to:	Chief Financial Officer	Date: April 15, 2009
Status:	Non Exempt	

Summary

The Accounting Associate performs a wide variety of accounting duties along with some general office duties. Position will require 30-40 hours per week.

Essential Duties and Responsibilities

1. Generate weekly invoices to customers from time sheets and other contracts. File invoices in customer files.
2. Collect weekly time sheets from employees. Enter vacation/PTO time used into Great Plains.
3. Track hours reported against all consulting projects and provide information back to the appropriate individuals for project management.
4. Provide time reporting to various customers as requested.
5. Process incoming customer payments. Post payments to A/R ledger in Great Plains.
6. Calculate quarterly consulting bonuses based on time sheets.
7. Process incoming accounts payable invoices, match to appropriate purchasing documentation and obtain approvals if necessary. Enter into Great Plains.
8. Process weekly check run. File paid invoices.
9. Answer customer and vendor invoice questions. Make collection calls and follow up on past due customer invoices.
10. Process month end journal entries for Metrix BV.
11. Update and produce various accounting reports and analysis as required.
12. Assist in administration of Human Resource function which includes assembly and coordination of employee new hire offer packets, updating employee information in Great Plains and termination processing.

Secondary Duties and Responsibilities

1. Process incoming and outgoing daily mail
2. Process outgoing UPS shipments.
3. Monitor and order office supplies as required.

Education and/or Experience and other Skills

1. Associate degree in Accounting with 2 years applicable experience or High School Diploma with a minimum of 5 years of applicable experience.
2. Strong communication skills.
3. Proficient skills with Microsoft Office products such as Excel, Word, Access as well as general computer skills.
4. Ideal candidate would have previous experience in job/project costing for a services company.
5. Attention to detail.