

CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER JOB ORDER FORM

224 N. Center Street, Westminster, MD 21157, carrollworks.com

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Accounting Clerk/Office Administrator

EMPLOYER'S NAME: A-Safe Inc US

EMPLOYER'S PRODUCT/SERVICE: Polymer Safety Barriers

ADDRESS: 400 North Zarfoss Drive, York, Pennsylvania 17404

PHONE: (443) 936-9023 **FAX:**

CONTACT PERSON: Susan Torpey

TITLE: People Manager

EMAIL: susan.torpey@asafe.us

WEBSITE: www.asafe.us

JOB DESCRIPTION: A-SAFE is the inventor and manufacturer of the world's original polymer safety barrier and each branch works directly with Fortune 500 companies world-wide to outfit their production sites. A-SAFE promotes, educates and sells a unique line of safety barriers to industrial/manufacturing plants, production facilities, airports, parking structures and distributors. A-SAFE employees have the opportunity to work with one of the most extensive product lines in safety and they have the opportunity to maximize their income potential and advance professionally.

Continuing our rapid growth plans, A-Safe Inc. is searching for Accounting Clerk/Office Administrator in our new facility in York, PA. opening in March 2021.

JOB REQUIREMENTS: SCOPE OF POSITION:

The Accounting Clerk and Office Administrator is responsible for keeping the financial records (Accounts Receivable) preparing bills and delivering high-quality customer service to internal and external clients. This position will also be responsible for supporting the management team in performing daily administrative office tasks.

PRIMARY ROLES AND RESPONSIBILITIES:

A/R RESPONSIBILITIES:

- ♣ Generate customer invoices, enter invoices in customer EDI systems
- ♣ Post customer payments
- ♣ Perform credit checks and set up accounts for new customers
- ♣ Collect debt to ensure outstanding debt remains within company set guidelines, maintain debtor report
- ♣ Post and generate credit memos in accordance with A-safe guidelines
- ♣ Assist the warehouse and sales team in SRO process
- ♣ Enter A/R receivables in NAV
- ♣ Maintain organized files and records
- ♣ Assist with month-end closing, including bank reconciliations, enter accruals, and post pre-pays

- ♣ Assist Accounts teams with year-end closing

Office Administrator RESPONSIBILITIES:

- Responsible for welcoming customers and directing them to the relevant individual, ensuring they have appointment, taking messages, etc.
- Coordinate shipments of necessary marketing materials to the External Sales Team, Regional Sales Managers, & Sales Director
- Inventory and track all marketing materials to ensure availability and maintain minimum quantities.
- Maintain office supplies inventory
- Co-ordinate and assist in plans for sales meetings.
- Responsible for incoming/outbound postal and maintaining supply of stamps
- Assist with shipments of packages for the CEO, Accounting, & Human Resources when requested.
- Manage agendas, travel plans and appointments for upper management
- Manage emails, letters, packages, phone calls and other forms
- Assist with management presentations when requested.
- Other duties as assigned.

REQUIREMENTS:

- High school diploma or Associate Degree in Accounting or 1 to 3 years' experience in Accounting or Finance role.
- Knowledge of basic bookkeeping and financial transactions
- Familiarity with financial regulations, i.e. Generally Accepted Accounting Principles (GAAP)
- Knowledge of MS Office and databases
- Attention to detail is imperative
- Organizational and multitasking abilities
- Excellent verbal and written communication skills
- Reliability and strong work ethics
- Ability to solve problems
- Prioritizing, time management, and organizational skills
- Positive, motivated, proactive, self-starter with a strong work ethic
- Ability to multi-task and take direction from multiple sources

PHYSICAL REQUIREMENTS:

- You may be required to lift 50-60lbs
- Remaining in a stationary position - sitting for prolonged periods.
- Repeating motions that may include the wrists, hands and/or fingers and legs.
- Effectively communicate with others to exchange information

If you are interested in this Accounting Clerk/Office Administrator position, please send resume to susan.torpey@asafe.us

OTHER JOB REQUIREMENTS: , , H.S. Diploma/GED, AA Degree, , , , , Sedentary, , , Background Check

WAGES PER HOUR: \$16.00 - \$16.50

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: NO

BENEFITS: YES

Medical, Dental, Vision, Life Insurance, LTD, STD, Vacation, Sick, 401k Match, Holidays

DAYS OF WORK:

MONDAY 8:00 am - 5:00 pm TUESDAY 8:00 am - 5:00 pm WEDNESDAY 8:00 am - 5:00 pm THURSDAY 8:00 am - 5:00 pm FRIDAY 8:00 am - 5:00 pm

SHIFT: Day

HOW TO APPLY: Send Resume to susan.torpey@asafe.us

WILLING TO TRAIN: NO

EXPERIENCE REQUIRED: YES

EXPERIENCE IN MONTHS: 12-24

MINIMUM AGE: 18

CLOSING DATE: 03/31/2021

Office Use Only

Posting Date 03/02/21 Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____