

## **Advantech Industries**

### **AP/AR & Human Resources Assistant**

Excellent opportunity for an experienced AP/AR - Human Resources Assistant. This position is working for our affiliate companies. Hours are Monday – Friday, 8:00am – 5:00pm.

#### **DUTIES & RESPONSIBILITIES FOR AP/AR:**

- Matching, batching, GL coding and entering invoices.
- Entering, posting and reconciling batches.
- Researching and resolving accounts receivable/payable issues with customers/vendors.
- Processing debit/credit memos.
- Coordinate payment schedules and obtain payment approval on check runs weekly.
- Monitor vendor statements to insure timely and accurate payments in accordance with established terms.
- Maintain W-9 and assist in the year-end 1099 process.
- Process cash receipts.
- Maintain all customer/vendor open and paid files.

#### **DUTIES & RESPONSIBILITIES FOR HUMAN RESOURCES:**

- Assists in pre-screening applicants, interview schedules, reference checks and applicant notifications.
- Comply with all Affirmative Action and Equal Opportunity Employment requirements.
- Assists in New Hire paperwork.
- Assists in employee benefits, enrollments and cancellations.
- Inputs and tracks vacation and personal time off requests.
- Place employment ads online as well as with recruitment sources.
- Responsible for posting all company internal communications, flyers, announcements, vacations, etc.
- Responsible for updating all HR forms.
- May assist in distributing employee paychecks.
- Maintain and update company phone list.
- Back up Receptionist.
- File, phone, fax, scan, email, data entry.

#### **SKILLS & QUALIFICATIONS**

- Associate's degree or greater - Preferably Accounting.
- Minimum of 5 years accounting experience.
- Minimum of 5 years HR experience.
- Thorough knowledge of Accounts Payable and Accounts Receivable.
- Proficiency in Microsoft Excel and Word.
- High degree of professionalism and confidentiality.
- Effective multi-tasking capabilities.
- Excellent problem solving skills.
- Strong organization skills with attention to detail.
- Self-motivated and highly dependable.
- Strong written and verbal communication skills.
- Ability to work in a team environment.
- Friendly and outgoing personality.

- Maintains adequate levels of performance and motivation despite job tasks that are routine, repetitive, and/or non-stimulating.
- Ability to understand and carry out oral and written directives.
- Holds oneself accountable for doing whatever is needed to meet the commitments made around project outcomes
- Ability to work well under pressure, to adhere to deadlines and the ability to be flexible
- Maintains organizational files and records
- May receive and screen office visitors and telephone calls
- Maintains professional appearance and demeanor

#### **JOB BENEFITS**

Vacation

Personal Days

Holidays

Health

Dental

Vision

401(k) Plan

Employment is contingent upon successful completion of a pre-employment drug screening.

Advantech Industries is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Any person with a disability needing special accommodations to the application process please call Human Resources.

\*If interested, please reply with resume or visit our website to fill out an online application at - <http://www.advantechindustries.com/careers.html>