

## AP & Billing Specialist

Western Marine Electronics (WESMAR), based in Arlington, WA is a world leader in the design and manufacture of sonar for the commercial fishing industry, and marine equipment for propulsion and stabilization of yachts and commercial marine vessels.

Founded in 1965, WESMAR pioneered technology advances in sonar and radar. WESMAR was the first company to introduce counter rotational dual propeller bow and stern thrusters and introduced significant advances in stabilization technology for yachts and work boats.

## Position Overview

The AP & Billing Specialist is a core member of the Finance Team. This role's primary function is the processing of daily accounting transactions including accounts receivable billing, new sales order entry, accounts payable invoice processing, cash disbursements, and other accounting related functions. This position will work closely with two other Finance team members with opportunities to learn and develop within the department.

## Duties and Responsibilities

- » Maintain Accounts Receivables including customer files, daily invoicing, creating new customers, properly charging WA sales tax, collecting reseller certificates, and processing monthly statements
- » Sustain Accounts Payable including vendor files, written and verbal communication, daily invoice entry, matching purchase orders, GL coding, and payments
- » Assist with processing customer and vendor credit applications
- » Support in various Month-End procedures and account reconciliations
- » Processing & reimbursement of expense reports
- » Assist with office organization, filing, ordering office supplies
- » Reception duties including but not limited to answering phones and greeting guests



## Requirements, Qualifications and Experience

- » High School Diploma or general education degree (GED)
- » 2-4 years related experience and/or training
- » Self-driven, analytical, and responsible with relentless attention to detail
- » Ability to work in a team setting
- » Excellent verbal and written communication skills
- » Great organization skills with attention to deadlines
- » Ability to handle multiple tasks simultaneously
- » Can work under deadlines and firm due dates
- » Willingness to learn new skills and programs
- » Familiarity with general bookkeeping and accounting procedures
- » Microsoft Office; proficiency in Microsoft Excel
- » QuickBooks (1-2 years preferred)
- » Experience using an ERP system

## Work Environment and Physical Demands

- » Standard office environment
- » Noise level is low to moderate
- » Frequent communication may be required
- » Capable of lifting and/or moving objects up to 25 pounds
- » Frequently reach with hands and fingers
- » Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



## Compensation and Benefits

- » Hourly compensation dependent upon experience
- » Medical / Dental / Vision / Life
- » 401k Plan
- » Optional additional life insurance
- » Paid Holidays / Vacation
- » Employee Recognition Programs

