



Accountant

The Accountant is responsible for performing various accounting duties as needed including accounts payable, accounts receivable, general accounting, cost accounting, or pricing. The position maintains and analyzes various accounting related records, works with the sales department on customer pricing and approvals, verifies data received, and prepares necessary reports and accounting related transactions. Work is relatively independent and across the various areas within the accounting department as assigned. Typically uses spreadsheets, database software and an ERP system for recording of accounting transactions and analyzing financial information.

Located in Richfield, Wisconsin, Server Products, Inc. is one of the world's leading manufacturers of innovative products for the restaurant and foodservice markets. Our portfolio includes a breadth of industry-leading food warmers, dry food dispensers, condiment and syrup pumps and other energy and water saving solutions for the foodservice industry. Check us out at www.server-products.com. We intend to be the best not only in terms of our products, but also in the relationship with our employees. We wish to provide a safe, clean, friendly and challenging work environment in which employees can enjoy their jobs, take pride in their work, and grow to their maximum potential.

If you're up to a new challenge, here's what you'll be responsible for:

- Manage the company's incoming revenue; maintaining the accounts receivable system
- Work with customers to resolve payment discrepancies and past due account balances, serving as a touch point for our customers, enhancing customer service and satisfaction
- Work with other corporate functions to resolve account discrepancies by investigating documentation; payments or adjustments
- Assist with credit investigations and approval for customer set up; setting payment terms and credit limits on new and existing customers
- Support sales staff with set up and maintenance of customer contracts; handle any monthly adjustments to pricing for customer accounts
- Responsible for paying commissions to manufacturing reps, including maintaining records, managing any adjustments, and generating payments
- Responsible for managing customer rebate calculations and payments on a monthly, quarterly, or annual basis
- Generate customer invoices, verifying invoicing information for accuracy
- Perform advanced accounts receivable analysis or reporting as needed
- Suggest and implement continued process improvements to automate this position to accommodate future company growth
- Maintain customer resale certificates and sales tax records
- Cross-trained on maintaining accounts payable system; verify invoices to purchase orders and receiving records; resolve discrepancies; computer entry of invoices; prepare and mail out checks
- Maintain records of customers that require certificates of insurance
- General ledger maintenance and review including journal entries and account reconciliations
- Assist with other accounting functions such as monthly and yearly financial reports

In return, we look for you to bring:

Education & Experience

- Bachelor's degree in Accounting, Finance or related field
- Three to five years accounting experience

Skills & Abilities

- Strong ability to think critically, communicate clearly and effectively both in verbal and written communication
- High proficiency in Microsoft Office products, especially Excel
- Strong working knowledge of an ERP System
- Strong interpersonal skills with the ability to work closely with others and independently
- Excellent attention to detail
- Strong analytical and organizational skills
- Ability to prioritize multiple assignments
- Able to work effectively in a team environment

We provide competitive compensation and benefits plus profit share. If interested, please submit a cover letter that includes salary requirements to careers@server-products.com. Server Products is an Equal Opportunity Employer.