



Re: Immediate Job Opening – Financial Administrative Specialist

Reporting: Position reports directly to the Chief Financial Officer

Date Posted: 30 September 2020

Position Available: Immediate hire

Compensation: Commensurate with experience and proficiency

DEL Corporation is currently seeking a versatile, motivated, and experienced applicant for full-time employment for the position of **Financial Administrative Specialist** to provide financial, administrative, and clerical services in support of organizational daily business activities. Ideal candidates shall report directly to the Chief Financial Officer and have experience and/or demonstrated skill-set(s) to fulfill the responsibilities listed below.

General Ledger

This position is responsible for accurate and timely data entry and follow-up of accounts payable and accounts receivable functions. This position requires strong knowledge of general ledger practices and tasks. This position includes checking accounting data for accuracy, assisting in internal and external audits, analyzing and interpreting financial information to ensure that accounting data supports organizational budgeting and forecasting requirements. Assist the Chief Financial Officer with compiling monthly, quarterly, and yearly closing reports. This position shall also reconcile accounts with the general ledger and ensure that all entries are accurate and transactions reporting in accordance with organizational accounting standards as well as state and federal regulations.

Accounts Receivable

Process accounts and incoming payments in compliance with organizational financial policies and procedures. Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data. Prepare bills, invoices, and bank deposits. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Identify discrepancies and resolve client billing issues. Facilitate payment of invoices due by sending bill reminders and contacting clients. Generate financial statements and reports detailing accounts receivable status.

Accounts Payable

The Account Payable Specialist will be responsible for daily accounts payable activities for the organization to include processing vendor payments and controlling expenses by receiving, processing, verifying, and reconciling invoices. Additional duties include recording and post all incoming accounts payable invoices in a timely, accurate manner, receive and handle incoming calls pertaining to invoice questions, run weekly, quarterly, and yearly reports for check cutting, and balances as required by the Chief Financial Officer. The position all requires the position to investigate and resolves any problems associated with processing of invoices and purchase orders. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons. This position also requires filing, cutting checks, and all other accounts payable activities.

Collections

Responsibilities for this position are an integral part of the organization's sales chain processes and interacts with various departments throughout the organization, as well as extensive customer interaction. Additional responsibilities include monitoring customer accounts for past due balances, identify and resolve discrepancies, and to escalate and manage non-responsive accounts. Develop effective rapport with customers, team members and sales representatives to ensure developing customer relationships. Responsibilities also include managing customer credit holds and researching and reconciling customer account inquires. This position is responsible for new account establishment to include processing documentation and managing data through the organization's enterprise resource program. Perform credit review(s), reference check(s) and other background information gathering in and establishing new credit accounts and provide information to the CFO for evaluating acceptance, changes to terms, and setting credit limits for new and existing accounts. It is essential for the ideal candidate to maintain an accurate customer file structure with relevant documentation and records of communication. Interact with and provide adequate information to third party agencies to process severely past due or closed accounts.

Payroll

Payroll Administrator is responsible for the weekly preparation of workforce payroll data. Additional duties and responsibilities include ensuring payroll transactions are entered accurately in payroll software, maintains all payroll records and other supporting files assigned to this function, processes accurate weekly payroll data before assigned deadline and is responsible for managing employee deductions in accordance with organizational, state, and/or federal laws. Responsible for preparing and providing to the Chief Financial Officer all payroll tax filing and remittances information. Assists in compiling payroll data for required state and federal tax reporting requirements. Processes any changes in individual federal and state withholding income tax information.



Administrative/Clerical

Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Additionally, responsible for specific projects and/or tasks, as required by upper management.

Essential Skills

Essential skills required to fulfill the duties and responsibilities of each of the position requirements as listed in this document include but may not be limited to the following:

- Responsibility – ensuring tasks, assignments, projects are accomplished as needed
- The ability to work independently, use discretion, and ensure confidentiality of sensitive information
- Excellent organizing and time management skills
- Excellent written and verbal communication skills
- Strong math skills
- Strong collaboration and teamwork skills
- Proficient computer skills to include Microsoft Office with an emphasis on Microsoft Excel
- Strong troubleshooting/problem-solving skills

Position Compensation

Compensation for this position shall be commensurate with previous experience and proficiency.

Contact Information

If you are qualified for this position and would like to become part of this dynamic organization please send us your resume to danny@deltank.com. All submissions will be reviewed and select candidates will be notified for further processing.

EEO Policy Statement

It is the policy of DEL Corporation to provide equal employment opportunities to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all positions without regard to race, color, religion, sex, national origin, disability, or sexual orientation.