

LAKE RESTORATION, INC.

YOUR LOCAL AQUATIC EXPERTS SINCE 1977



ACCOUNTING & INVENTORY CONTROL ASSOCIATE

Are you looking for a position where you can work freely without micro-management as a part of a tight-knit team? Lake Restoration is an industry leader in direct-to-consumer pond and lake products and services. We are seeking an accounting & inventory control associate to bring attention to detail and solid, reliable work ethic to the accounting and inventory control functions of our business.

JOB PURPOSE: Processes purchase orders, invoices, check requests, payments and other tasks related to maintaining the accounts payable and receivable for Lake Restoration. Applies correct codes to company costs and expenses and maintains general ledger coding. Assists in the handling of inventory from receiving, processing, stocktaking, and warehousing.

JOB TYPE: Full-time, non-exempt

COMPENSATION: \$24-28 / hour

REPORTS TO: V.P. of Operations

LAKE RESTORATION BENEFITS:

- Health insurance
- 401k with match
- Paid holidays and vacation

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- 60% accounting, 40% inventory control.
- Processes invoices, check requests, expense reports, and other tasks related to maintaining the accounts payable and receivable for the organization.
- Applies correct codes to vendor invoices and files related supporting documents. Performs general ledger coding and data entry.
- Invoices customers and performs other collection activities according to contract terms.
- Reports on past due accounts receivable items.
- Leads in handling of the company's inventory.
 - Issues purchase orders for goods and inventory; researches prices with various suppliers to make sure that stock is being purchased at the best possible price from vendors.
 - Keeps receiving and inventory operations smooth in the warehouse.
 - Inspects shipments as they come in, checking for correct fulfillment and damage. Makes arrangements to correct damaged or incorrect orders.
- May assist in e-commerce, phone, and retail sales, such as taking and fulfilling orders.

HOW YOU SUCCEED AT LAKE RESTORATION:

- BS/BA in accounting, business, business administration, supply chain, operations or other related field
- 3+ years' experience in accounting, operations, or business administration
- Strong attention to detail and ability to prioritize tasks across projects
- High levels of integrity, autonomy, and self-motivation



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