**Position:** Accounting & Systems Specialist

Reports to: Director of Operations

Job Category: Operations

Location: Zionsville, IN

Posted: April 15th, 2021

**Position Overview:**

Candidate will implement practices and procedures that will result in sound accounting processes across all of NexGenCAM’s systems, resulting in accurate records and timely performance. You will be responsible for understanding how all current systems operate, maintain their operational efficiency and make continuous improvements in these areas over time. This will require coordination with other departments and maintaining relationships with NexGenCAM personnel as well as customers.

**Responsibilities:**

* Maintain accounting books within QuickBooks via accrual accounting practices, and close the books with any necessary journal entries and adjustments on a monthly, quarterly, and yearly basis. Assist with the preparation of the for taxes and management reporting needs.
* Monitor all sales orders within Salesforce to ensure all revenue recognition criteria is met and data entry & order of products is completed in a timely manner for customers. This may require putting into place processes and procedures for assessing customer risk before accepting different terms and conditions.
* Coordinate pricing changes from distribution and maintain accurate prices within Salesforce and QuickBooks to provide high quality pricing to customers, internal sales teams, and on invoices.
* Review sales tax payments in software platform Avalara and keep track of credits as needed to reduce sales taxes for situations when customers declare tax exemptions. Correct Tax-Exempt customer account status and any outstanding invoices that were incorrectly charged sales tax
* Monitor credit levels and purchases with distribution, and ensure cash levels are sufficient to meet supplier payments in a timely fashion.
* Ensure HR system Bamboo is operating correctly for vacation and sick balances. Update the system on a regular basis and assist employees with access to benefits as necessary. Be prepared to take any complaints, record the issue, and seek resolution to problems.
* Complete monthly payments for 401k with Fidelity, keep accurate books and send enrollees regular quarterly and yearly statements.
* Complete payroll twice per month, including the calculation of all sales commissions, contractor payments, and updating of any state requirements.
* Assist with the preparation of the business analysis and forward-looking statements, such as forecasts and account status based upon the system available information.
* Onboard new employees and contractors into our financial and accounting systems. The includes setting up payroll, providing sign up documents for various programs, and the setup of Workers Comp insurance on a timely basis. Ensure each person has signed appropriate contracts as required by management.
* Assist with the cash collection process as necessary to ensure payments are properly matched and risks of payment issues are minimized. Explore the creation of a lockbox or other method to streamline the processing of customer payments.
* Work together with the sales team to pursue collection of open accounts receivable to meet or exceed corporate goals and metrics.
* Assist with training and implementing best practices in Accounts Receivable and Accounts Payable.
* Identify disputed invoices and short payments promptly and communicate to respective customers and internal personnel for immediate resolution.
* Evaluate, recommend, and communicate customer credit holds to internal personnel.
* Ensure compliance with the company’s credit and collection policies, practices, and procedures.
* Escalate accounts to outside collection agency when all efforts are exhausted.
* Process payments and refunds, with timely posts in systems accordingly.
* Serve as a backup to monitoring and handling all e-mails that come into our Accounting mailbox are dealt with efficiently.
* Handle writing off various transactions to Bad Debt Reserve when warranted.
* Ensure proper follow-up of delinquent accounts and recommend actions.
* Actively proposes and helps to implement new policies, software, and procedures which improve the company’s operation.
* Works closely with other departments, particularly sales and customers, to resolve customer discrepancies.
* Continuously seek to make it easier for customers to work with NexGenCAM without compromising standards and procedures to reduce risk.

**Requirements:**

* Undergraduate degree in accounting, business, and/or 5 years of experience in accounting.
* Understanding of full-cycle bookkeeping and good knowledge of accounting policies and procedures.
* Proficient in Microsoft Office Suite
* At least 6 months of working in an ERP and/or company accounting system
* Familiarity with Salesforce
* Knowledge of contracts, lien waivers, and liens
* Ability to analyze and solve problems
* Excellent oral and written communication skills
* Organized with high attention to detail
* Typing proficiency

**Benefits**

**Who WE are:** NexGenCAM has offered best-in-class training and support for the leading CAM software suppliers since 2008. With a team that started on the manufacturing floor, we provide the best services to get your CNC machines performing efficiently. We are the #1 provider in our market, and have been recognized by Autodesk for these results 5 of the last 6 years. Join a fast-growing company that has been repeatedly acknowledged for their achievements and focus on customer success.

**Why you’ll love working at NexGenCAM:**

* Tight knit team that enjoys working together and produces great results
* Full benefits packages available for health
* Vacation, Paid Holidays, and Wellness Days
* 401K with a generous employer match
* Professional development opportunities to grow your skills
* Casual office attire, with the exception of customer appointments
* Company culture that encourages innovation, tenacity, and personal and professional development