

Overview:

Acoustical Solutions is a leading supplier of acoustical products and services, we help the environments inside restaurants, offices, schools, and churches “sound better” by reducing echo and blocking noise. We are looking for new team members who are motivated to work hard, take initiative in area of work and succeed in a team-oriented environment. Team members embrace continuous improvement (CI) philosophies and processes; and continually improve personal skills related to CI and the business

Summary:

The Invoicing Specialist is responsible for the accurate and timely invoicing. The Invoicing Specialist will ensure accurate invoicing of Acoustical Solutions customers every time, and to ensure the invoicing process has internal controls for financial integrity and consistency.

Essential Functions:

- Timely and accurately assesses customer invoicing both sales and for E-Commerce business
- Process and post vendor invoices on all purchase orders including required deposits, product returns and month end statement reconciliations
- Research and reconcile vendor invoices
- Resolve discrepancies on customer invoices inquiries
- Serve as final review for sales order data before posting
- Serve as subject matter expert on all invoicing issues
- Regularly communicate and actively work to resolve any invoice issues with sales team and finance team
- Initiate returned merchandise authorization processing
- Credit/re-bills when an order is processed incorrectly due to a problem
- Serve as back up for E-Commerce processing role
- Ability to meet stringent deadlines and perform under pressure
- Collaborates and effectively communicates with fellow all team members and customers to ensure efficient operations and to solve problems
- Assists in other departmental projects as needed
- Other tasks as assigned by Controller or any other member of management

Required Education and Experience:

- Associate's degree in Accounting, Finance or Business or related field is required
- A minimum of 2 years' experience in finance experience
- Ability to perform financial calculations with accuracy and efficiency
- Demonstrate excellent verbal, written, and interpersonal communication skills
- Take initiative, identify and solve problems
- Knowledge of bookkeeping principles, methods, and practices
- Experience using Microsoft Dynamics NAV
- Proficiency in MS Office (Word, Excel, PowerPoint, Access, Outlook)
- Ability to manage a wide variety of activities and functions simultaneously
- Qualified candidates should be organized and goal-oriented.
- Continuous Improvement / Lean Business processes experience a plus.
- Ability to work well within a team.
- Maintain positive attitude and be open to accept new ideas and change



- Ability to communicate well with others, including fellow Team Members, Team Leads, and Managers.
- Work overtime as needed
- Adhere to company philosophy and values
- Qualified candidates required to have a valid driver's license
- Must pass a pre-employment drug screen and criminal history background check
- Must be authorized to work in the United States

Supervisory Responsibility:

This position has no supervisory responsibilities.

Physical Demands/Work Environment:

- Standing, sitting, walking, stooping; reach with hands and arms, talking and hearing.

Position Type/Expected Work Hours:

Full-time position, and hours of work and days are for Monday through Friday - 8:00am to 5:00pm

Overtime including weekends as required based on business operational needs.

Travel:

No travel is required for this position.

Benefits:

- Competitive Wages
- Matching 401K Retirement Plan
- Healthcare Benefits
- Paid Vacation
- Advancement Opportunities

Acoustical Solutions is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.

