

Accounting Administrator

Job Code: FIN100



Position Summary

The Accounting Administrator is responsible for assisting in the day-to-day processing of administrative duties within the accounting department and supports accounts payable, accounts receivable, and general ledger functions.

Responsibilities

Duties include but are not limited to the following:

Essential function(s)

- Format vendor invoices for processing.
- Analyze, match, and code vendor invoices to purchase orders and goods/services received.
- Reaching out to vendors monthly for statement and reviewing the accounting system to determine all invoices have been received and processed.
- Sort daily mail.
- File accounting department documents.
- Act as custodian for both the physical and digital files of the accounting department, specifically vendor files.
- Complete data entry projects, as needed.
- Responds to department inquiries via phone and email.
- Compiling an accrual list for the Accounting Manager at each month-end close.
- Responds to department inquiries via phone and email.
- Sending non-PO invoices out to appropriate personnel for approval and entering into the accounting system when approved.
- Complete credit reference requests for customers.
- Complete billing packet status conversions in the company's operational system.
- Other duties as assigned by supervisor.

Non-Essential function(s)

- Assist Accounting staff when needed.

Qualifications and Experience

- Ability to work independently using good judgement, and as a team player.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, etc.
- Must possess strong analytical abilities.
- Must exude professionalism.
- Pleasant telephone manner with an upbeat and friendly demeanor.
- Exceptional organizational skills with a high consideration to detail and accuracy.

- Resourceful, self-motivated with a sense of urgency and strong work ethic.
- Adept at time management.
- Able to work with finite deadlines.
- Trustworthy, honest, respectful, and flexible.
- A desire to learn and advance in a fast-paced environment.
- Must be able to be entrusted with confidential information.
- Proficient computer skills working with various office equipment, computers and various programs including Excel, Word, Outlook, QuickBooks etc. and the ability to effectively work on spreadsheets, word processing, networking and email programs.
- Authorized to work in the United States for any employer.
- Must have a valid driver's license and 3 years of driving experience in operation of the vehicle class type required for this position.
- Must have a clean DMV driving report.

Education and Certifications

- Associate degree preferred but not required.

Performance Expectations

All Employee Performance Expectations

Responsibilities	Expected Results	Metrics of Excellence
Safety & Compliance	A safe and healthy workplace resulting from proactive employee engagement, hazard identification, and strong regulatory adherence. This boosts Ingenium's reputation, reduces costs, lowers insurance premiums, and fosters a safe environment where employees feel valued, leading to higher morale, retention, and uninterrupted business operations.	<ul style="list-style-type: none"> • Timely reporting of incidents and Good Catches, incident investigations, and corrective action identification and closure • Timely completion of required training to ensure employees have the necessary knowledge and skills • Zero incidents and injuries tied to inattentiveness / faults
Company Policy	Contributing to a well-organized, safe, and legally compliant work environment that benefits both the individual and the organization as a whole. Everyone in the company is treated equally and fairly, which improves morale and reduces	<ul style="list-style-type: none"> • Adhering to company policies and procedures at all times, including but not limited to standards of professional conduct, all state and federal wage and hour laws, and workplace safety

conflicts.

Job Specific Performance Expectations

Responsibilities	Expected Results	Metrics of Excellence
Purchase Order Management- reviewing and sending company purchase orders, communicating with internal and external parties about POs., managing the PO rework process. Creating, monitoring, and updating BPOs.	Vendors receive timely and accurate purchase orders. Ingenium receives goods and services ordered through PO system in a timely manner.	<ul style="list-style-type: none">• Less than 2% of invoices go into PO rework.• PO rework less than 7 days aged.• All POs have supporting documentation before being sent to vendor.
Mail Management- management of corporate mail received via USPS.	Timely distribution of documents received at the Corporate address via USPS.	<ul style="list-style-type: none">• Corporate address mail is collected and distributed to the correct Ingenium personnel each and every workday.
Vendor Bill Management- managing bills received from vendors by splitting, consolidating, routing, storing, and retrieving them from portals. Processing vendor bills timely. Reviewing vendor statements, responding to internal requests for bill copies and pricing inquiries, and compiling a list of invoices for the month-end accruals.	Timely and accurate bill processing, enhancing financial accuracy, strong vendor relationships, and optimizing cash flow.	<ul style="list-style-type: none">• Less than 2% of all bills on the accrual list at month-end
Invoicing – timely preparing and sending accurate invoices to clients.	Improved cash flow, reduced payment delays, minimizes collection efforts, operational efficiency, and strengthened customer trust.	<ul style="list-style-type: none">• A minimum of 30 sales orders billed per day per biller• Maintain an average of 80% billed during the month• 100% billed at close of month (excluding timely submitted reworks and invoice issues)• Invoices generated within 48 hours of being turned in for billing• Less than 1% of invoices that have billing errors

Core Competencies

Company Competencies

All IN: Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action. Can meet organizational goals and customer expectations. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Comply with established control systems and rules. Practices company's mission, vision, and values. Is a key player in the company culture and promotes teamwork.

Communication: Employees have strong communication skills. They provide regular updates to their managers and communicate the status of their projects to both managers and coworkers. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation. Communicates and provides transparency. Information has to be open and accessible for every team member. This provides the environment for people to feel confident, supported, and empowered. Shares the vision -the vision that the team is collectively working to achieve. This gives every team member a shared goal to work toward and helps define the role every person can play in making it a reality. Influences. Has a range of communication skills that meet the needs of a diverse organization or community. An increased ability to resolve conflicts.

Customer Focus: Sees the customer's perspective/empathy. Exceeds customer's expectations and foresees problems. Is proactive with continuous improvement and attends to the details. Is thorough and informative and proactively identifies the best communication method. Provides service excellence to internal and/or external clients. Committed to the entire customer experience and going beyond meeting basic customer requirements to deliver those unique features and characteristics that are most important to the customer and differentiates Ingenium from its competitors. Formulates strategies and processes to evaluate emerging and longer-term opportunities and threats to meeting clients' needs. Determines strategic business direction to best meet clients' evolving needs. Evaluates the client service model and service standards to identify areas for improvement.

Information Management: Has the ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change. Initiates and leads change to ensure continuous improvement and make the organization successful. Responds resourcefully and constructively to new opportunities to learn and grow and new ways of getting work done. Uses personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities and develop innovative options that further the strategic direction of the organization. Understands and adapts to changes in the strategic and/or operational direction of the organization. Shows foresight and imagination to see possibilities, opportunities and trends. Demonstrates commitment to seek out opportunities and contributes to developing innovative or alternative solutions. Understands the strategic direction and goals of the organization and aligns personal performance objectives with organizational priorities.

Leadership: To attract and mobilize energies and talents; to work towards a shared purpose in the best interests of the organization, the people comprising it and the people it serves.

Safety: Safety and Environment awareness – performs job in a manner that minimizes hazards to oneself, others, as well as the environment. Keeps work areas clean and safe and takes action to remove or remediate safety hazards in own work area and within the organization. Follows appropriate hazardous

waste management procedures. Knows the departmental emergency plans for fires, disasters and emergencies. Recognizes and acknowledges safe behaviors exhibited by co-workers. Regularly communicates safety and environment awareness as a priority. Considers impact on environment as practices and procedures are developed and work is delegated.

Technical Capacities: The ability to demonstrate depth of knowledge and skill in a technical area. Effectively applies technical knowledge to solve a range of problems. Possesses an in-depth knowledge and skill in a technical area. Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches. Is sought out as an expert to provide advice or solutions in his/her technical area. Keeps informed about cutting-edge technology in his/her technical area. Demonstrates the appropriate level of proficiency in the principles and practices in one's profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology (equipment, processes, hardware and software). Has ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Job Competencies

Problem Solving/Analysis: The ability to tackle a problem by using a logical, systematic, sequential approach. Makes a systematic comparison of two or more alternatives. Notices discrepancies and inconsistencies in available information. Identifies a set of features, parameters, or considerations to take into account, in analyzing a situation or making a decision. Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail. Weighs the costs, benefits, risks, and chances for success, in making a decision. Identifies many possible causes for a problem. Carefully weigh the priority of things to be done.

Teamwork: As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

Time Management: Employees use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for employees is to understand the scope of a project before beginning work on it. Top employees understand their tasks, why they are performed, and how they fit into the big picture.

Manager Competencies

N/A

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature controlled office environment.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Select the applicable Corporate or Sales physical demand selection below.

Corporate: While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

Non-exempt: As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employees shall not work over 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 40 hours per week or 8 hours a day (CA). Employees must also follow the company's policies regarding required meal breaks.