

ACCOUNTING ASSISTANT, AR

IMPORT FREIGHT FORWARDING & CUSTOMS BROKERAGE

Maryland residents must be in the office 1 day per week after 1 week of training. Headquarters is Locust Point, Maryland (in Baltimore County). \$45-50,000 annual salary based on experience.

Are you an Accounts Receivable problem solver looking to be fulfilled:

- **Cash postings reconciling deposits with complicated matching.**
- **Analytical experience receiving payments/matching, postings, and resolution about missing details.**
- **Collections that are mostly soft and relationship based.**
- **All Accounts Receivable experience appreciated.**
- **Any additional AP experience so we can offer variety in the future.**

In a world facing new challenges, a nimble but steady ship is more important than ever. Is there a seat on our boat for you? Want a career, not a job?

Shapiro stands strong at 110-years old, but we're not your grandpa's shipping company. We have a track record of transparency, developing employees, and investing in our work technology. Our Paid Time Off policy is one of the most competitive in the country for new hires.

Accounting Assistant: The Accounting Assistant is responsible for supporting the Accounting Department with Accounts Receivable transactions, including, but not limited to, daily cash posting of incoming customer payments and corresponding with customers regarding outstanding balances and payment status.

The position will also support Accounts Payable by assisting with transactions, including, but not limited to, processing outgoing vendor payments, corresponding with vendors regarding outstanding balances and payment status, processing check runs and monitoring vendor statements. There will be required training in the office with occasional visits for meetings (but not road-warrior level). We have a track record of transparency, developing employees, and investing in our work technology. Our Paid Time Off policy is one of the most competitive in the country for new hires.

How does your cargo move?

JOB DESCRIPTION: Typical duties include:

- **Accounts Receivable: Processing and reconciliation of incoming daily cash receipts (lockboxes, wire transfers, ACH credits, credit cards, loose checks).**
- **Posting payments to customer accounts.**
- **Update/maintain credit notes in customer files denoting correspondence and other account activity.**

- Proactively and courteously correspond with customers to resolve and collect outstanding balances; follow up with customers as necessary to ensure payment.
- Accounts Payable: in managing incoming emails and invoices, including routing reconciled invoices internally for proper approval.
- Reviewing and coding accounts payable entries, verifying the accuracy of vouchers, vendor code, amount and file number.
- Reconciliation and adjustment of payable amounts to invoice amounts when necessary if amounts do not tie exactly with payable in system.
- Reconciliation vendor statements to AP records and solving discrepancies.
- Assisting with weekly check runs for domestic and corporate payables.
- Filing of payables, miscellaneous data entry.

SKILLS: Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to generate creative solutions and/or problem-solve.

- Very strong computer/tech skills (Excel, Office, proprietary databases).
- Critical thinker. Must be flexible, organized, detail-oriented, and team-oriented.
- Proven data entry proficiency with attention to detail and strong typing skills.
- Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- Experience with accounting or data entry software for a high computer literacy
- Ability to manage various tasks simultaneously under high pressure and within demanding time constraints.
- Ability to effectively communicate with a variety of contacts, vendors, and departments required (internal and external customers).
- Skills, abilities, and aptitude to be cross trained, proactively step in, and contribute. Proven ability to interact with all individuals within the organization and be able to communicate information to customers and vendors. The ability to work as an effective member of a team.
- Discipline to implement and follow Standard Operating Procedures.

EDUCATION AND EXPERIENCE

- H.S Diploma or GED. Must pass both a background and credit check.
- Minimum of one (1) year of recent experience in accounts payable and/or accounts receivable preferred. Logistics experience preferred, not required.

ABOUT SHAPIRO

Shapiro is a third-generation family-owned international shipping and logistics business, founded in 1915. For over a century, Samuel Shapiro & Company, Inc. has provided full door-to-door capabilities and proudly serves as a one-stop-shop for Customs brokerage and international freight forwarding services. It's simple – We Deliver. Problem Solved.

CONTACT US! Rich Lucas, Corporate Recruiter rich@shapiro.com