

Pendleton Round Up Association & Happy Canyon Co.

Job Title:	Accounts Payable and Receivable Specialist	Job Category:	Accounting
Department/Group:	Administration/Accounting	Job Code/ Req#:	
Location:	PRUA Offices	Travel Required:	None
Level/Salary Range:	\$18-25/ DOE	Position Type:	Full Time Hourly
HR Contact:	Erika Patton	Date Posted:	5/13/2024
Will Train Applicant(s):	NA	Posting Expires:	NA
External Posting URL:	NA		

Applications Accepted By:

FAX OR EMAIL:

sidney@pendletonroundup.com

Subject Line: Accounts Payable and Receivable Specialist

MAIL:

Admin Office
Pendleton Round Up Association & Happy Canyon Co.
PO Box 609
Pendleton, OR 97838

Job Description

ROLE AND RESPONSIBILITIES

Reports directly to Accounting Manager and performs the following duties:

- Prepare Invoices to customers, sponsors, inter-entity, and others.
- Validate payable invoices for goods and services for accuracy, assign general ledger account codes, obtain appropriate approvals for payments
- Service and balance accounts receivable as need to maintain prompt collections.
- Prepare daily bank deposit of retail & tickets sales, along with monthly reconciliation of credit cards.
- Assist with month end close tasks.
- Maintain proper paper and electronic files.
- Perform all tasks within parameters of GAAP, and audit compliancy standards.
- Coordinate cash requirements and accounting of same with Accounting Manager for all events held by PRUA & HC
- Work with Accounting Manager to assure proper income & expense allocations.
- Assist in preparation of Monthly financial reporting to Directors.
- Resolving payment discrepancies
- Performs collections functions including calling past due customers, creating and mailing monthly collection letters, setting up and follow through on payment arrangements
- Ensuring all payments to vendors are paid on time
- Special projects
- Maintain and update vendor files, including 1099 information/filings, addresses, and contact info.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum 1-2 years of accounts payable/ receivable experience, Quick Books experience is preferred, ability to work on-site. Must be able to life 30 pounds and climb stairs.

PREFERRED SKILLS

QuickBooks, and all standard MS Office products, particularly Excel. Exceptional attention to detail as well as strong customer service skills & attitude are a must.

ADDITIONAL NOTES

Consistency and longevity are paramount for this position.