

C.S. Wo & Sons, Ltd.	
Job Description	
Accounting Assistant	
Store/Department:	Accounting
Location:	702 S. Beretania Street, Honolulu, HI 96813
Position Reports to:	Accounting Manager
Work Hours:	Mon. – Fri. 8:00am – 4:30pm, some weekends, flexible; full time
FLSA Status:	Non-exempt
Revision Date:	4/2018

Position Summary: (major responsibilities)

Supports the Accounting department by computing, processing, analyzing, recording and verifying data for use in maintaining accounting records. Ensures accurate accounts payable and financing transactions are made.

Essential Duties and Responsibilities:

1. Processes accounts payable transactions, reporting and reconciliation of accounts. Requests approval or other documentation on invoices as proof of service.
2. Processes and transmits financing transactions, inputs payments, prepares reports and reconciles the finance receivables G/L. Maintains records of finance applications/disclosures submitted to the finance company. Researches problems and disputes; follows up on missing documents.
3. Prepares allocations and enters general ledger entries to Storis system as assigned.
4. Assists with monthly G/L reconciliation and reporting as it pertains to AP.
5. Reconciles the AR miscellaneous GL account and sends out appropriate billing statements.
6. Reconciles and maintains the Prepaid other GL account and files. Performs necessary monthly amortization journal entries.
7. Assists with processing, balancing and distributing monthly financial statements.
8. Prepares data for budget review. Uploads new budgets in the system as needed.
9. Processes vendor payments by inputting expense and inventory invoices into Storis. Ensures timely disbursement of funds.
10. Processes rush or quick checks as required.
11. Makes payment on invoices using purchasing card or on-line. Reconciles and maintains the credit card liability account.
12. Processes weekly AP check run and G/L reconciliation. Investigates and reports all incorrect AP bill postings found during reconciliation.
13. Prepares allocations and enters general journal entries to the Storis system as assigned.
14. Verifies the accuracy of vendor statements and ensures accounts are up-to-date.
15. Verifies incoming financing paperwork from the stores. Maintains a file of open financed sales.
16. Prepares a bi-weekly aged finance trial balance for reporting to the stores.
17. Assists with weekly A/P check run and G/L reconciliation.
18. Analyzes weekly the Cash Requirement Report to ensure payments and schedule of payments are accurate.
19. Prepares information for weekly and monthly A/P reporting to stores/departments.
20. Maintains files and prepares records for scanning and archiving on a weekly basis.
21. Prepares special reports, audit work papers and tax work papers as assigned.
22. Coordinates the uploads and indexing of files in the POH system for archival purposes.

The responsibilities and tasks outlined in this document are not meant to be exhaustive and may change as determined by the business needs of the company.

23. Maintains files, analyzes paperwork, and transmits sales for financing.
24. Assists with writing Accounting policies and procedures.
25. Processes incoming and outgoing inter-office and postal mail.
26. Performs other related duties, as assigned.

Physical Demands:

1. Reaching extending hand(s) and arm(s) in any direction.
2. Sitting
3. Fingering picking, pinching, typing – working primarily with fingers.
4. Grasping applying pressure to an object with the fingers and palm.
5. Talking expressing or exchanging ideas by means of the spoken word.
6. Hearing ability to receive oral communication.
7. Repetitive motions of the wrist, hands, and/or fingers.
8. Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires sitting most of the time. Walking and standing required only occasionally.
9. Visual acuity of electronic equipment, inspection, close assembly, clerical, administrative for work done at close visual range.

Mental Demands:

1. Ability to understand, remember, and apply oral and/or written instructions or other information.
2. Ability to understand, remember, and communicate routine, factual information.
3. Ability to understand complex problems and to collaborate and explore alternative solutions.
4. Ability to organize thoughts and ideas into understandable terminology.
5. Ability to organize and prioritize own work schedule on a short-term bases (longer than one month).
6. Ability to organize and prioritize work schedules of others on a short-term basis.
7. Ability to apply common sense in performing job.
8. Ability to make decisions which have significant impact on the department’s credibility, operations, and services.
9. Ability to understand and follow basic instructions and guidelines.
10. Ability to complete routine forms, use existing form letters and/or conduct routing oral communication.
11. Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
12. Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on the phone.
13. Ability to count accurately.
14. Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy.
15. Ability to compute, analyze, and interpret numerical data for reporting purposes.

List the jobs that this position supervises:

<u>Job Title</u>	<u>Number of positions</u>
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1. None

Skills, Education, Training, and Experience Required:

1. Accounting or Business office experience (1 year).
2. 10-key by touch
3. Computer knowledge; must be proficient with Excel and Word
4. Detail oriented
5. Organized

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Skills, Education, Training and Experience Preferred:

1. Knowledge and proficiency of Storis Accounting modules.
2. Associates or Bachelor's degree in Business or Accounting

List the types of people this position interacts with: (i.e., vendors, other department personnel, attorneys, etc.)

<u>Type of person/Department</u>	<u>Frequency</u>
1. Corporate	Occasionally
2. IT Department	Occasionally
3. Vendors	Weekly
4. Merchandisers	Weekly
5. Customers	Occasionally
6. Warehouse/ Logistics	Occasionally

Working Conditions (i.e., hot, noisy, office, factory environment, etc.)

1. Air conditioned office
2. Fast paced, high volume
3. Well lighted

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