Job Title: *Staff Accountant – Accounts Receivable*

Location: Carmel, Indiana

Supervisor Title: Senior Staff Accountant

**JOB SUMMARY**

SePRO Corporation is a specialty environmental products company with a mission to Protect, Preserve and Restore nature. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

We are seeking a Staff Accountant to design and implement processes to improve cash flow and reduce receivables. This is a fantastic opportunity to be part of a highly collaborative team, learn many facets of the business through cross-functional partnerships and make an impact within a mission-oriented company.

**PRIMARY RESPONSIBILITIES**

* Reconcile bank accounts and deposits daily.
* Audit and send customer invoices daily.
* Reconcile the accounts receivable ledger to ensure all payments are accounted for and properly posted.
* Manage customer accounts by facilitating payment of invoices due by sending monthly statements, bill reminders and contacting customers regularly.
* Manage and audit customer sales exemption forms and update internal systems as necessary.
* Work closely with Sr. Staff Accountant to support the closing of monthly books.
* Manage customer pricing and calculate customer rebates through marketing-built programs.
* Maintain knowledge of acceptable accounting practices and procedures.
* Perform other related duties as assigned.

**QUALIFICATIONS: EDUCATION, EXPERIENCE, SKILLS AND ABILITIES**

* Bachelor’s degree in Accounting, or related field.
* At least three years of related experience.
* Knowledge and expertise in using payment processing systems.
* Excellent verbal and written communication skills.
* Excellent organizational skills and attention to detail.
* Knowledge of general financial accounting and cost accounting.
* Understanding of and the ability to adhere to generally accepted accounting principles.
* Proficient with Microsoft Office Suite or similar software, and accounting software.

**PHYSICAL REQUIREMENTS**

* Prolonged periods sitting at a desk and working on a computer.

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.