



**All Good Job Posting
Morro Bay, CA**

Title: Accounting Specialist

Position Description: All Good is seek an Accounting Specialist to join our team. This position will play a key role in the organization's finance/accounting process. The Accounting Specialist will work closely with the finance department to accurately process financial accounting functions.

Responsibilities:

- Process and track Customer Payments (including positing ACH payments; check deposits)
- Invoice Tracking and Follow-up
- Provide AR aging review to management each month
- Reporting – bi-monthly reporting on overall A/R
- Work with ops/sales to research A/R discrepancies
- Generate Invoices and statements for select customers
- Generate returns and customer credit memos
- New Customer Set-up
- Book and reconcile 1% for the Planet transactions
- Some in office clerical duties
- Other responsibilities as assigned

Requirements:

- Experience in A/R preferred
- Strong Microsoft Excel and ERP system skills and comfort level
- Willing and proficient in learning new ERP system
- Demonstrated critical thinking and analysis skills
- Strong communication and presentation skills
- Strong attention to detail
- Ability to thrive in All Good's fast paced, upbeat and casual culture

Position Type: Temporary/Part Time (approximately 16-20 hours/week)

Start Date: Immediate

Reporting: Controller

Compensation: Commensurate with experience

Location: Hybrid (In Office and Remote)

If interested, please email your resume and a cover letter explaining why you are a good fit to jobs@allgoodproducts.com. In the email subject line, please type: Accounting Specialist applicant