



POSITION DESCRIPTION for ACCOUNTING SPECIALIST

IDENTIFYING INFORMATION

Job Title: Accounting Specialist

Regular Hours: M-F; TBD by Supervisor

Department: Finance

FSLA: Non-Exempt

Reports To: Senior Accountant

Effective Date: March 11th, 2020

POSITION SUMMARY

PRIMARY FUNCTION

The Accounting Specialist processes all of the day-to-day accounts receivable transactions for the company.

YOUR NUMBER

For each position, Swagelok Northern California utilizes one key metric to drive success and provide clarity in decision-making. The key metric (“Your Number”) for this position is: 0 (Zero) Daily deliveries not invoiced - (excludes Will Call, AMAT XCAR, loaner rental program items)

DUTIES AND RESPONSIBILITIES

- Process all customer payment transactions in accordance with company and customer requirements
- Process incoming and outgoing mail, including delivery to and from the local post office
- Administer and reconcile credit card system and credit card collection processes
- Provide information and assistance to others related to receivable transactions
- Report discrepant transactions via quality reporting system
- Invoice daily deliveries utilizing SAP B1 and customer portals
- Identify opportunities to improve our processes
- Supporting credit & collections by reconciling customer accounts
- Continuous education via Swagelok U, seminars/webinars and self study, etc.

EDUCATION AND EXPERIENCE

EDUCATION & CERTIFICATIONS

High School Diploma Required. Two or four year degree or certification in a related accounting program preferred.

Level I of Swagelok Northern California’s training program with exceptions approved by supervisor

WORK EXPERIENCE

Related accounting experience required. Technical industry experience preferred.

SKILLS & COMPETENCIES

- Proficient computer and office equipment skills, including Excel, SAP/SAP B1, 10 key, internet, credit card software and use of customer information portals

POSITION DESCRIPTION for ACCOUNTING SPECIALIST

- Strong verbal and written communication skills
- Proficient mathematical skills
- Ability to work quickly and accurately
- Strong organizational, time management and multi-tasking abilities
- Detailed understanding of accounting processes
- Ability to work with minimal supervision
- Detail oriented

ESSENTIAL VALUES FOR SUCCESS AT SWAGELOK NORTHERN CALIFORNIA

- **Respect.** Create an environment where people are trusted, respected, and treated fairly.
- **Innovation.** Challenge conventional wisdom to create new value for the customer.
- **Customer Focus.** Create value for the customer in order to create value for Swagelok.
- **Integrity.** Choose to do the right thing with courage and character.
- **Quality.** Provide high value and high performance in our products, processes, and services.
- **Continuous Improvement.** Consistently do things better to enhance safety, savings, and productivity.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Continually required to sit or stand at a desk
- Occasionally required to walk
- Continually required to talk or hear
- Continually required to read and view a computer screen
- While performing the duties of this job, the noise level in the work environment is usually quiet.