



Accounting Specialist Positional Announcement

To apply, please send your resume/ CV and a detailed paragraph of #1) why you want to work for GoRescue, #2) how your knowledge, skills and abilities will benefit GoRescue, and #3) what you are most passionate about to: brady@gorescue.com

All emails will be responded to – if you are considered for the next steps, our team will reach out to schedule those with you.

ALL EMAILS MUST BE SUBMITTED NO LATER THAN SEPTEMBER 30, 2021 at 12PM Central Time.

Mission

To empower and equip people with lifesaving solutions by making their experience easy, engaging, and effective.

Vision

Deliver exceptional lifesaving solutions.

CORE Values

Honor God

Excellence in service

Balanced living

Stewardship through accountability

Motto

Lifesaving Made Easy [™]

Accounting Specialist

Position Summary

We are hiring an Accounting Specialist to administrate accounts receivable (AP) and accounts payable (AR) work within our growing small business. We are in the business of SAVING LIVES! We sell and deliver automated external defibrillators (AEDs), bleeding control kits, and CPR and First Aid Training! This role will manage AP, AR, and some data entry within our small business utilizing our accounting software, calculators, and computer systems. You will also be asked to communicate with clients, vendors, and company team members in the performance of your duties. To do well in this role you need to be competent and skilled at basic accounting clerical principles involving AP and AR.

- Maintaining a positive, empathetic and professional attitude at all times.
- Complete assigned projects and duties on-time, including all AR and AP assignments.
- Resolve issues and involve leadership as needed.
- Communicating with customers through various channels.
- Master our accounting system and work with our accountant on any audits, reviews, and collaborative projects.
- transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Customer invoicing for products and training classes.
- Receive and post customer checks/cash.
- Process credit card transactions.
- Collections.
- Enter accounts payable invoices.
- Audit inventory shipments w/vendor billing.

Minimum Requirements

The ideal candidate should have the following:

- Deeply passionate about fulfilling the mission, vision, and values of company
- Excellent communication and presentation skills
- Associates degree or higher preferred; high school diploma required
- Ability to learn and become proficient in our accounting systems (QuickBooks, FishBowl, SouthWare, HubSpot)
- Strong customer service skills and ability to communicate well on phone, emails, and face-to-face
- Excellence in customer service – first call resolutions
- Financial clerk / accounting background and experience (minimum 1 year)
- Ability to manage multiple requests at one time
- Proficient at Microsoft Office products (Word, Excel, Outlook, PowerPoint)

- Desire and ability to remain and grow with our growing company!

Duties & Responsibilities

- Matching of shipments to purchase orders and data entry of corresponding vendor invoices
- Matching of customer payment via check or credit card and data entry of payment to customer account and filed
- Creating deposits
- Billing of training classes
- Collections of past due accounts
- Matching of AP checks to vendor invoices and files
- Creating customer invoices from current day shipments
- Handle inbound phone calls, follow-ups, emails, walk-ins

Reporting

The Accounting Specialist reports directly to the National Operations Director. There are no subordinates; however, the position also works closely with the Business Manager, Customer Success Specialist, and Logistics Coordinator.

Work Schedule

The Accounting Specialist works Monday-Friday (other than holidays) from 830A-430P at our office in Birmingham, AL.

Travel Required

Less than 5% travel required.

Compensation

The positional compensation plan is as a W-2 EMPLOYEE as follows:

- *Competitive* hourly salary
- Raise after successful completion of 90-day orientation period
- Annual step raises based on performance

BENEFITS (effective immediately)

- Two weeks paid vacation (no blackout dates)*
- One week paid sick time (no blackout dates) (physician excuse required)
- 11 paid company holidays (12 if you participant in on-call rotation)
- Paid initial in-service training / orientation at HQ
- Company-issued computer
- Professional development opportunities
- Company-issued AED and bleeding control kit
- Free CPR+AED training for you and your family
- Company-issued uniforms / apparel
- Company-provided Professional and General Liability Insurance
- Company-provided Workers Compensation Insurance
- Blue Cross / Blue Shield of Alabama Health, Dental, and Vision Insurance
(Company pays 100% of single coverage + additional \$60/mo towards family plan)
- 401(k) plan with up to 3% employer match (eligible after first 90 days)
- 100% of equipment issued by company
- Annual Christmas Party
- Annual GoRescue Team Retreat
- Annual Lifesaving Summit
- Unlimited FREE snacks and drinks at our Training Centers and HQ

*-Vacation time is pro-rated for year 1.