



<https://bradfordsystems.com> | (800) 696-3453 | info@bradfordsystems.com

Accountant – Accounts Payable, Accounts Receivable, Reporting

Work Location: Hybrid – Elmhurst, IL

JOB DESCRIPTION:

This position is responsible for managing various accounting functions, including accounts payable, accounts receivable, and reporting. The employee will have a solid understanding of accounting processes, exceptional attention to detail, and the ability to handle multiple tasks efficiently.

KEY RESPONSIBILITIES:

- **Accounts Payable**
 - Process and manage accounts payable transactions, ensuring timely and accurate payments to vendors.
 - Review and verify invoices, match them with purchase orders and contracts, and resolve discrepancies.
 - Maintain organized records of all payables and related documentation.
 - Ensure compliance with company policies and accounting standards.
- **Accounts Receivable & Client Account Management**
 - Manage and monitor overdue accounts, ensuring timely collection of outstanding balances.
 - Communicate with customers via phone, email, and other channels to resolve payment issues and negotiate payment terms.
 - Update accounts receivable records and ensure accurate reporting on collection status.
 - Work closely with the sales and customer service teams to address and resolve payment disputes.

ADDITIONAL DUTIES:

- Prepare monthly bank reconciliations.
- Perform monthly reconciliation between project management system and QuickBooks to ensure accuracy of data.
- Facilitate onboarding of new clients and vendors by preparing and reviewing credit applications, vendor forms, and prequalification documents.
- Various ad hoc reporting.
- Document management.

REQUIREMENTS:

- Bachelor's degree in Accounting, Finance, or related field.
- Proficiency in Microsoft Excel (PivotTables, VLOOKUP).
- Experience with accounting software (QuickBooks).
- Strong attention to detail and organizational skills.

Bradford Systems is an Equal Employment Opportunity/Affirmative Action Employer.