



Accounting Clerk II

Moog Music is the leading manufacturer of analog synthesizers in the world. Our Employee-owned company and its customers carry on the legacy of our founder, electronic musical instrument pioneer, Dr. Bob Moog.

Moog employs a group of wonderfully diverse individuals who share a passion for discovering elegant solutions that empower creative self-expression and joyous experimentation. We are seeking inspired individuals to join our team as we synthesize new experiences to enrich the creative community.

All Moog Employee-Owners are expected to embody our core values: 1) We honor the spirit of Bob Moog. 2) We love and respect all humans. 3) We humbly work together. 4) We are true to our word.



ABOUT THE POSITION

- **Position Title:** Accounting Clerk II
- **Position Type:** Full-Time, exempt
- **Location:** Asheville, NC
- **Compensation range:** TBD
- **Reports to:** Controller
- **Travel:** None required
- **Supervisory Responsibility:** None

DUTIES AND RESPONSIBILITIES:

- Assist with monthly billing and credit card reconciliation
- Review, process and track invoices for payments
- Follow up with vendors on missing invoices
- Ensure all company documents (hardcopy and electronic) are kept confidential and secure.
- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
- Prepare bills, invoices and bank deposits.
- Generate credits to customers.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status
- Review AR Aging report daily/weekly to identify discrepancies. Investigate, resolve issues or make adjustments to clear unwanted items out of the aging report.
- Generate report showing customers credit status and share with Sales and CFO.
- Reconcile customer invoices with shipping documents and post invoices.

- Backup for Staff Accountant as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Associates degree in Accounting preferred
- 1-3 years' proven experience in Accounting required.

SKILLS AND QUALIFICATIONS:

- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on experience in operating spreadsheets and accounting software
- Proficiency in MS Office
- Experience with Epicor ERP a plus
- Excellent customer service skills
- High degree of accuracy and attention to detail
- Highly motivated self-starter with results orientation to complete tasks within time frame set.
- Ability to work calmly under pressure. Able to thrive in a fast-paced and deadline orientated environment.
- Able to work with others in the form of a team and in a friendly manner.
- Able to plan ahead to ensure all tasks are completed in a timely manner. Plans and organizes a personal daily work routine.
- Realizes the importance of external and internal customer service. Always ensure that what is promised, is carried out.
- Ability to handle sensitive and confidential documents.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit for long periods of time, and also to stand; walk; and stoop. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The position requires long periods of working at a computer.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Moog Music 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.