



Would you like to be part of one of the largest photo, video, audio and printing specialty stores in Central Ohio? **Midwest Photo** is a family-run business with a goal to provide quality products and service to our customers. Our Company's reputation is built on excellent service, treating our customers with extraordinary care and providing quality products that exceeds our competitors.

Midwest Photo is searching for a fulltime **Accounts Payable/Accounts Receivable (AP/AR) Clerk**. The AP/AR Clerk will be responsible for performing the basic accounting functions of a retail business. You will be working with software daily that will ensure accounting information is stored and handled correctly. This position deals with large sum transactional data and purchases daily which will require a high level of organization and ethical behavior.

Key responsibilities/outputs

Accounts Payable

- Ensure all vendor bills are paid within terms and all available discounts are taken
- Monitor email and POS software for new pre-pay bills and remit payment in a timely manner.
- Match current purchase orders to their bills and log activity in QuickBooks.
- Record all vendor bills and their respective payments promptly into QuickBooks and POS software.
- Initiate transactions through online banking portal and send daily synopsis to the on-staff Accountant for approval and submission.

Accounts Receivable

- Balance cash drawer daily and tie out credit card receipts, checks, and cash from retail operation.
- Total all cash balances and all checks received each day and prepare for daily deposit.
- Run credit reports of potential customers for the various department to determine eligibility of credit line extension.
- Post customer invoice payments to POS software in a timely manner to show the Company's standing.
- Send monthly AR statements to corporate entities.
- Monitor the AR Aging report and notify the appropriate person when a customer is beyond terms.
- Check the bank for incoming ACH's and post to POS software.
- Compare checks received with invoices in POS software to determine company assignment and processing.

Other Duties

- Maintain regular communication with internal staff and external vendors and customers by checking email and voicemail daily, responding quickly and efficiently. Send and process emails as they come in while posting relevant items into QuickBooks and POS software for tracking.
- Download all transactions from POS software, email, and online orders.
- Open and distribute mail to the various departments daily.
- Other duties as assigned.

**Desired Skills and Abilities:**

- Communication – comprehend written and spoken communication and be able to demonstrate professionalism when interacting with staff and outside vendors.
- Attention to detail – pay close attention to your work, double and triple check your work.
- Time management – manage time effectively and productively by understanding the flow of business and anticipating workflow. Must be able to work independently, with minimal structure or oversight.
- Strong work ethic – show strong integrity, ethical and moral behavior regarding operations, company confidentiality, and overall interactions internally and externally.
- Demonstrate ability to perform as a team member.

Minimum Requirements:

- 2+ years of accounting experience required.
- Must have working knowledge of Microsoft Word, Excel, Outlook, and QuickBooks.
- A high school diploma or GED required.

Desired Qualifications:

- A Bachelor's or Associate degree in accounting preferred.
- Accounts payable/accounts receivable experience in a retail environment strongly preferred.
- Experience with various accounting software is preferred.
- Understanding and experience working with POS, particularly CounterPoint systems preferred.
- 1+ year of experience with inventory processing and tracking.

Physical Requirements: This job requires normal physical mobility, including the ability to sit and stand for extended periods of time, reach with hands and arms, talk and hear. Normal hand-eye coordination; arm, hand and finger dexterity, including the ability to grasp and lift up to 25 pounds, is also required.

Working Environment: This position works in a retail office environment. Professionalism and discretion are required. This position will not require travel outside of the Columbus metropolitan area. This position will work in an office environment. This position will include working at a computer, sitting at a desk, answering phone calls and emails up to 80% of the time.

Compensation and Benefits: Annual compensation is \$46,000-52,000 salary plus bonuses! Comprehensive benefit package includes Health, Dental, Vision Insurance, and 401-K available. Other great benefits such as Creative Day, Darkroom Day, free rentals, employee discounts, free Learning Studio classes, and consistent training direct from the manufacturers make this a fun place to work.

Join the Midwest team today and enjoy a wonderful atmosphere working with a knowledgeable team of professionals.



PLEASE NOTE THAT WE ARE PARTNERING WITH GO-HR TO FILL THIS POSITION. Any inquiries to Midwest Photo will be directed to GO-HR. Please send cover letter and resume to info@go-hr.biz.

Midwest Photo is an Equal Opportunity Employer and does not discriminate in employment activities based on any protected class. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee. Employment at Midwest Photo is at-will; this job description does not constitute a contract of employment.