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## Accounts Receivable Supervisor

### Employer

Webster Combustion  
619 Industrial Blvd,  
Winfield, KS 67156

### Job Details

**Job Location:** Winfield

**Job Status:** Hourly

**Schedule:** Full-Time


**Salary Range:** \$45,000-60,000 per year

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The Accounting Supervisor partners with the Group Controller to ensure the accuracy and compliance of all financial information of any sort including all financial reports generated by various financial reporting systems.

### Responsibilities

- Supervises and trains the Accounting Clerk. Confirms Clerk performs tasks accurately and timely.
- Supports the General Manager and the Group Controller in all efforts to protect the financial assets of the company.
- Monitors department's month-end tasks to achieve monthly and annual reporting requirements.
- Maintains accurate and compliant AR, AP, Payroll, Inventory and Fixed Asset systems.
- Confirms internal accounting procedures are followed by all employees or writes new internal procedures as needed.
- Partners with the Group Controller to confirm the general ledger accurately represents the financial condition of the company.
- Updates payroll system for related changes and processes the bi-weekly payroll.
- Confirms customer and vendor invoices are posted to the proper GL accounts per the budget.

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- Estimates the weekly cash needs of the company. Completes the weekly vendor payment process.
  - Calls or emails delinquent customers. Monitors the “Hold” process so shipments are not made to significantly delinquent customers.
  - Monitors customer warranty disputes, vendor returns, and any RGAs to confirm the related transactions are performed accurately and timely.
  - Participates in the year-end financial audit. Provides supporting audit documentation as needed.
  - Monitors the annual physical inventory count. Tracks annual physical inventory counts, investigates significant count discrepancies, and posts results to the general ledger.
  - Rolls inventory costs.
  - Other duties as assigned

### **Requirements**

- A minimum of 2 years of accounts receivable experience or associate’s degree in accounting/business. Or a combination of both.
- Proficiency using Adobe software and Microsoft Office Suite: Excel, Word, Outlook
- Excellent time management and problem-solving skills and the ability to prioritize work
- Ability to work in a fast-paced, deadline driven environment with frequent interruptions
- Excellent written and verbal communication skills
- Highly organized and detail oriented
- Ability to work extended hours when required

### **Application Instructions:**

Apply in person at 619 Industrial Road.

- 1) Enter main door
- 2) Complete application
- 3) Ask to speak to HR

Or visit the link: <https://webstercombustion.isolvedhire.com/jobs/1397499>

