

Company

AFL (Analytical Food Laboratories, Inc.) is an A2LA accredited, ISO certified, nationally recognized third party food, water, cosmetic, dietary supplement and pharmaceutical testing laboratory located in the Dallas-Ft Worth area(Grand Prairie), Texas. Founded in 1992, AFL brings specialized services to a wide variety of industries including food, beverage, water, pharmaceutical, dietary supplements and personal care products. We work with manufacturers, private label businesses, hospitality, catalog and food service companies, as well as support in- house capabilities, providing full service laboratory testing services.

Starting with one employee, our grass roots philosophy has lead to steady growth the past 24 years. Our attention to detail and highly recognized customer service is articulated by our clients. Envision life without corporate 'red tape'. Exceed your expectations by maintaining an upbeat attitude, desire for growth, and reflect the company strategies, values and dedication. The opportunity is NOW to join our team of highly trained personnel as AFL rebuilds and rebrands.

Position Description - Reports to the Controller

The **AP/AR SPECIALIST** contributes to the success of our Company by driving cash flow and managing relationships with internal and external customers, vendors and suppliers, as well as identifying, analyzing, and solving billing, expenditure and payment issues in a timely and effective manner. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Primary Duties and Responsibilities:

- Coding and processing invoices and expenses (40%)
- Processing and tracking receivables (30%)
- Financial reporting duties (15%)
- Analyzing customer sales/payment data (10%)
- Communication with customers, vendors and suppliers (5%)

Responsibilities

- Generate daily Invoices for customers and distribute them via fax, mail, e-mail.
- Applies cash receipts for customer payments.
- Research all deductions taken on payment, verify validity of deductions then re-bill or create credit memos when applicable.
- Maintains organized and up to date contract files.
- Monitors the aging of the accounts receivable ledger and follows up on collection of delinquent accounts.
- Monitors billings for accuracy.
- Generates weekly reports and analysis of outstanding balances.
- Responsible for weekly reconciliation of Accounts Receivable aging to the Balance Sheet.
- Assists with annual audit as required.
- Communicate with customers, vendors and suppliers via telephone and/or email, and investigate and resolve any discrepancies within a timely manner.
- Match Invoices to Purchase orders and open receipts.
- Research vendor statements, credit memos, and open receivers.
- Process cash disbursements.
- Research and resolve vendor payment problems.
- Provide assistance to other departments and vendors to resolve invoice discrepancies.
- Perform vendor statement reconciliations on a monthly basis.
- Maintain Accounts Payable vendor files the AP General Ledger and Unbilled PO Receipts.
- Processing adjustments/debit memos.
- Monthly monitoring, distribution and reconciliation of all expense statements
- Other ad-hoc duties and reporting requirements as assigned by Management.

Each employee of AFL must fully understand and follow all facility, laboratory safety and good laboratory practices. Each employee is responsible for safety and therefore, responsible to report safety concerns to their immediate supervisor or manager and take action if necessary.

Skills and Experience

Minimum of an Associate's degree in Finance or Business (Bachelor's Degree preferred)

- Minimum 3 years of practical, directly-relevant experience required (5 years preferred)
- Knowledge of General Accounting principles
- Experience with AP, General Ledger, AR/Credit and accruals
- Proficiency with Microsoft Office suite & QuickBooks
- Familiarity with LIMS systems
- Strong attention to detail
- Good communication skills required
- Ideal candidate must be comfortable and effective in working in a team environment.
- Ability to problem solve and bring solutions.

Characteristics / Key Attributes

- Attention to detail and ability to maintain high level of accuracy.
- Ability to maintain confidentiality concerning financial files.
- Delivery of timely and accurate information, and work to deadlines skills.
- Must be an ethical, honest person.
- Must possess drive, energy and resilience.
- "Customer first" mentality and strong interpersonal skills.
- Objective, organized and results oriented.
- Effective listening skills and communicates articulately at all levels and throughout an organization.
- Possess team building/development and cross-functional/departmental relationships.
- Detail oriented and willing to follow a task through to its completion.
- Authorization to work in the United States indefinitely without restriction or sponsorship.

PHYSICAL REQUIREMENTS:

- Predominantly sedentary, with computer and telephone use.
- Physical activity is required to accomplish customary office/clerical tasks such as copying, filing, mailing.
- Light lifting (<40 lbs.) may be required for records and/or supplies.

Analytical Food Laboratories, Inc. (AFL) provides a professional working environment and a competitive benefits package that includes comprehensive medical coverage, life and disability insurance, 401(k) with company match, paid holidays and vacation, personal days, and dental and vision options.

For confidential consideration, send your resume including salary history/requirements to: careers@afltexas.com

To learn more about our company, please visit our website at www.afltexas.com