

**RSR GROUP, INC.  
JOB DESCRIPTION**

**POSITION TITLE: Accountant**

**TITLE OF IMMEDIATE SUPERVISOR: Senior Accountant**

**DATE SUBMITTED: November 2020**

**POSITION SUMMARY:**

This position is responsible for assisting in the daily cash, credit card and ACH functions of the accounting department; reviewing, coding and recording employee expenses; preparing sales and use tax returns; and assisting the Accounting Department with special projects and other tasks as needed.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Summarizes, codes and records the monthly VISA purchase card expenses and obtains supporting receipts from cardholders.

Processes employee expense reports by ensuring expenses are supported by receipts, coding to the proper general ledger line, and recording entries in the general ledger.

Prepares monthly, quarterly and annual sales and use tax returns and records remittances.

Researches and processes returned checks and ACH chargebacks and determines whether the customer should be charged an NSF fee.

Researches canceled orders and deleted items and determines whether ACH or credit card refunds should be processed.

Processes refunds via ACH or credit card, as applicable, for credit memos, cancelled orders, and/or other credits on customer accounts.

Prints or downloads reports from the online banking software (OTM).

Records customer EFT and wire payments listed in OTM and releases related orders.

Prints expense activity from OTM and records miscellaneous charges to correct general ledger accounts.

Reviews prior day bank activity from OTM and ensures that deposits and charges have been posted.

Captures credit card authorizations (delayed capture) in PayPal at the end of each day to complete the daily processing of credit card transactions.

Reviews vendor checks over \$100k to verify discounts were taken, terms discounts are being taken advantage of, and that information matches between the invoices and receipts.

Monitors the [Accounting@rsrgroup.com](mailto:Accounting@rsrgroup.com) and [achsetups@rsrgroup.com](mailto:achsetups@rsrgroup.com) inboxes and responds to inquiries, requests and questions as appropriate.

Sets up customer ACH accounts.

Researches Positive Pay items and determines whether the items should be paid or rejected.

Researches and processes credit card chargebacks, notifies appropriate sales professional and collector, and responds to credit card processor notifications.

Saves emailed bank statements, and downloads monthly credit card statements from Elavon and AMEX.

Processes and tracks vendor wire requests.

Records bi-weekly payroll expense.

VOIDS checks in OTM.

Processes bad debt write-off adjustments, as needed.

Reorders shipping supplies from FedEx for interoffice mail.

Provides information requested to vendors as needed, including state resale certificates and W-9 forms.

Assists with preparation or review of schedules and supporting documentation for the year-end or other audits.

Cross-trained in some of the Senior Accountant's duties to assist when needed.

Assists with accounts receivable, accounts payable and records functions when needed.

**EMPLOYEES SUPERVISED:**

None.

**QUALIFICATIONS:**

Undergraduate degree in accounting. One year of experience in accounting, knowledge of Generally Accepted Accounting Principles, and strong communication and analytical skills are required. Public accounting experience or a mix of public and private accounting experience is preferred. This person must be proficient in the use of Excel, word processing, and an adding machine.

**Physical demands:**

While performing the duties of the Accountant, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to handle or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED OR CHANGED AT ANY TIME AT THE DISCRETION OF MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.**