



GoRescueTM
a family of lifesaving brands



AP/AR Specialist Full-Time Positional Announcement

To apply, please send your resume/ CV and a detailed paragraph of #1) why you want to work for GoRescue, #2) how your knowledge, skills and abilities will benefit GoRescue, and #3) what you are most passionate about to: HR@gorescue.com

All emails will be responded to – if you are considered for the next steps, our team will reach out to schedule those with you.

ALL EMAILS MUST BE SUBMITTED NO LATER THAN February 10, 2023, at 12PM Central Time.

Mission

To empower and equip people with lifesaving solutions by making their experience easy, engaging, and effective.

Vision

Deliver exceptional lifesaving solutions.

CORE Values

Honor God

Excellence in service

Balanced living

Stewardship through accountability

Motto

Lifesaving Made Easy™

Accounts Receivable / Accounts Payable (AP/AR) Specialist

Position Summary

We are hiring an AP/AR Specialist to administrate accounts receivable (AP) and accounts payable (AR) work within our growing small business. We are in the business of SAVING LIVES! We sell and deliver automated external defibrillators (AEDs), bleeding control kits, and CPR and First Aid Training! This role will manage AP, AR, and some data entry within our small business utilizing our accounting software, calculators, and computer systems. You will also be asked to communicate with clients, vendors, and company team members in the performance of your duties. To do well in this role you need to be competent and skilled at basic accounting clerical principles involving AP and AR.

- Maintaining a positive, empathetic and professional attitude at all times.
- Complete assigned projects and duties on-time, including all AR and AP assignments.
- Resolve issues and involve leadership as needed.
- Communicating with customers through various channels.
- Master our accounting system and work with our accountant on any audits, reviews, and collaborative projects.
- transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Customer invoicing for products and training classes.
- Receive and post customer checks/cash.
- Process credit card transactions.
- Collections.
- Enter accounts payable invoices.
- Audit inventory shipments w/vendor billing.

Minimum Requirements

The ideal candidate should have the following:

- Deeply passionate about fulfilling the mission, vision, and values of company
- Excellent communication and presentation skills
- Associates degree or higher preferred; high school diploma required
- Ability to learn and become proficient in our accounting systems (QuickBooks, FishBowl, SouthWare, HubSpot)
- Strong customer service skills and ability to communicate well on phone, emails, and face-to-face
- Excellence in customer service – first call resolutions
- Financial clerk / accounting background and experience (minimum 1 year)
- Ability to manage multiple requests at one time
- Proficient at Microsoft Office products (Word, Excel, Outlook, PowerPoint)
- Desire and ability to remain and grow with our growing company!

Duties & Responsibilities

- Matching of shipments to purchase orders and data entry of corresponding vendor invoices
- Matching of customer payment via check or credit card and data entry of payment to customer account and filed
- Creating deposits
- Billing of training classes
- Collections of past due accounts
- Matching of AP checks to vendor invoices and files
- Creating customer invoices from current day shipments
- Handle inbound phone calls, follow-ups, emails, walk-ins

Reporting

The AP/AR Specialist reports directly to the National Operations & Fulfillment Director. There are no subordinates; however, the position also works closely with the Customer Success Specialist, Business Management Coordinator, and Logistics Coordinator.

Work Schedule

As a salaried full-time team member, this position will primarily work during our normal business hours, Monday - Friday, from 830AM - 430PM at our HQ. Ensuring all positional responsibilities are complete by deadlines may necessitate extended working hours as meeting deadlines and positional expectations is fully expected as part of this position. This position is expected to provide after-hours support by phone, text, and email as needed. The position will serve one (1) rotation on-call after hours per cycle outside.

Travel Required

Less than 5% travel required.

Compensation

The positional compensation plan is as a W-2 EMPLOYEE as follows:

- *Competitive* annual salary
- Raise after successful completion of 90-day orientation period
- Annual merit raises based on performance

BENEFITS (effective immediately)

- 401k + employer match of 3%
- 15 Days Paid Time Off (PTO)
- Blue Cross Blue Shield Health, Vision, & Dental insurance – 100% single coverage
- Company-issued computer / equipment / supplies
- 11 paid company holidays (12 if participating in on-call rotation)
- Paid day off for birthday (if position fulfills required on-call rotations)
- Paid company travel
- Free snacks + drinks at the HQ
- Company-issued uniforms / apparel
- \$50/month phone and technology stipend (\$600/yr benefit) - must maintain company voicemail and expected to take on-call rotations and after-hours support
- Company-assigned AED and bleeding control kit

Travel

- Travel costs (hotel, airfare, ground transport, meals) will be provided when traveling overnight
- Fuel reimbursement will only be provided when completing field work