



**GoRescue**<sup>TM</sup>  
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](mailto: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 Monday, December 2, 2024, at 4PM 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 <sup>TM</sup>

## **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.
- Completing assigned projects and duties on-time, including all AR and AP assignments.
- Resolving issues and involve leadership as needed.
- Communicating with customers through various channels.
- Mastering our accounting system and work with our accountant on any audits, reviews, and collaborative projects.
- Processing transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Customer invoicing for products and training classes.
- Receiving and post customer checks/cash.
- Processing credit card transactions.
- Managing collections.
- Entering accounts payable invoices.
- Auditing inventory shipments w/vendor billing.

### **Minimum Requirements**

The ideal candidate should have the following:

- Deeply passionate about fulfilling the mission, vision, and values of the 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, and Microsoft Dynamics)
- 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 payments via check or credit card and data entry of payment to customer account and file
- 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, and 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 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)
- Company-paid health, vision, life, and dental insurance
- 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