



### **Accounts Receivable (AR)/Administrative Associate**

**Accounts Receivable (AR)/Administrative Associate** at our business unit Tiger Optics, LLC. Tiger Optics is a wholly owned subsidiary of Process Insights Holdings, along with sister companies, COSA Xentaur Corporation, LAR Process Analyzers, Extrel CMS and MBW Calibration. This position will be based in Horsham, PA and will report into the Group President with dotted line reporting to the Controller and Director of HR. The future of this role may result in project work at other Process Insights companies.

#### **Duties and Responsibilities:**

- Manage cash receipts, accounts receivable receipts and accounts receivable invoices
- Initiate and manage communication of invoices and statements with customers
- Ensure timely cash collections, including sending advance reminders and calling customers that have past due invoices (30, 60, 90) from aging report to ensure timely payments
- Generate financial statements and A/R reports
- Conduct general bookkeeping, account reconciliations, organization of financial documentation, and other general accounting tasks
- Participate as needed during monthly, quarterly, and annual financial closes, including annual external audit, and corporate income tax preparation and filings.
- Assists with routine process improvement and documentation of accounting processes and procedures
- Ensure accounting information is complete, accurate, timely and in accordance with company guidelines
- Perform general office admin duties, including mail, depositing checks, filing, managing, company calendar, etc.
- Procurement and Inventory Management of all office related supplies
- Reconciliation of all invoices to orders
- Greet and receive all incoming visitors and calls, and direct them to the appropriate people, as needed.
- Assist HR in conducting team building activities and employee recognition.
- Assist HR and the President in designing and delivering Company communications.
- Embrace a variety of other duties and projects as assigned
- Assure appropriate use of Epicor's ERP system and adopts new business practices as part of newly modeled processes; become a change-agent in support of new ERP practices
- Apply equal amounts of skills and dedication to all other duties as assigned.

#### **Qualifying Attributes and Skills**

- Minimum of 3 years' experience in Accounts Receivable
- Effective communication skills – strong collaboration, interpersonal skills.
- Professional and positive demeanor
- Ethical behavior and integrity when working with confidential and sensitive financial or personnel information.
- Experience with ERP system (Epicor is a plus)



A Process Insights Company

- High level of proficiency with Excel and other Microsoft applications as well as accounting software.
- Willingness to learn and to be flexible
- Highly organized, accurate and detail oriented
- Good understanding of the overall Order to Cash process.
- Proven analytical and problem-solving abilities
- Superior attention to detail
- Self-directed and highly motivated.
- Ability to work in a team environment.
- Positive and willing attitude. Work until the job is done, and not just punching the clock.
- Experience in a fast-paced, rapidly growing environment preferred.
- Must have ability to roll up their sleeves and have a “get it done” attitude.
- Excellent written and verbal communication skills
- Private Equity experience a plus

**Process Insights Holdings is an equal opportunity employer with a generous compensation plan:**

- Healthcare Insurance provided: Health, Dental and Vision Plan
- Elective deductions for Flexible Spending and Dependent Care Accounts
- Company Paid Life Insurance (1X), Short and Long-Term Disability
- 401(k) Retirement Savings Plan with matching Employer contribution
- Paid Holidays and Vacation.
- Excellent earning potential with qualifying annual bonuses.