

Terryberry Careers

Accounting Assistant

Terryberry partners with organizations worldwide to design and manage recognition solutions that attract, engage, and retain the best people.



Join Terryberry's team!

Terryberry is looking for an accounting assistant to join our team. The position requires basic accounting knowledge and is well suited for someone that enjoys working independently completing repetitive tasks. Ideal candidates will have intermediate computer skills.

ABOUT US

Our Mission: When people are recognized for their efforts, they are inspired to achieve more. The mission of Terryberry is to help organizations provide their people with special recognition for remarkable contributions and achievements. We strive to create a fulfilling and rewarding environment where people achieve their best potential.

Locations: We're headquartered in Grand Rapids, MI, with locations throughout North America and Europe.

Past & Present: Founded by H.R. Terryberry in 1918 as a jewelry and award manufacturer in Grand Rapids, MI. The company is still family-owned, now in its 4th generation.



RESPONSIBILITY:

- Accounts Receivable | Prepare and print customer invoices for billing purposes. Primary: Foreign including Canadian and UK. Backup: US Customers
- Accounts Receivable | Process special billing requests (Consolidated requests, statements, revisions, etc.)
- Miscellaneous Billing | Process billing for dies, misc. charges, credit memos and the prep work
- Process and outside source orders for Canada (Loyalty Source) and Foreign shipments (Procurement, Edenred, Terryberry)
- Process Need Nets | calculate commissions on outside source orders
- Cash Application | process Canada payments and reconcile Royal Bank of Canada (RBC) daily
- Cash Application | process ACH/Wire payments daily and Nursing Pins
- Process incoming check deposits through scanner
- Assist in processing phone calls taking CC payments and accounting related questions
- Sales Tax | review, audit and upload tax exemption certificates in appropriate software
- Assist other members of the accounting team as needed

PREFERRED QUALIFICATIONS:

- Experience with accounting clerical work.
- Ability to work independently with supervision available to address non-routine questions.
- High degree of attention to detail and organizational skill.
- Ability to be task oriented and perform repetitive work.
- Intermediate level of computer skills required, usually involving use of an accounting software package and spreadsheets to enter, compile or extract data.

Email your resume to humanresources@terryberry.com