

Open Position: Accounting Assistant, Part-Time

The FFI **Accounting Assistant** is responsible for efficient and timely handling of Accounting and general administrative office functions, and for good teamwork with the Accounting Coordinator and all departments at Functional Fenestration Inc (FFI). FFI sells high quality architectural hardware and automation solutions to the fenestration (door, window and skylight) industry. The Accounting Assistant position is Part-Time, 3 days per week.

Key responsibilities

- Ensure timely and accurate processing of Accounts Receivable billing, collections, and other accounting transactions.
- Help with Accounts Payable and other accounting functions as needed.
- Process customer credit card payments.
- Perform bank deposits.
- Handle wire transfer and currency conversion transactions.
- Help with processing Outside Sales commissions when requested.
- Help with general HR support, such as processing basic transactions for health and dental benefits.
- Gain and demonstrate basic knowledge in FFI's database for Sales, Purchasing and Accounting: Epicor / Activant P21.
- Administrative support, such as ordering office supplies and distributing mail.
- Other duties as assigned.

Skills and Experience Needed

- Organized, detail-oriented, and able to multi-task efficiently.
- Minimum of 3 years experience in Accounts Receivable and Payable.
- High school diploma or equivalent. College preferred.
- Completed course work in Bookkeeping or Accounting preferred.
- Experience with SAP, Epicor Prophet 21 or other CRM software such as SAP a plus.
- Computer proficiency, including intermediate skills in internet research, MS Word, Outlook, Excel and Access, as well as QuickBooks or other accounting software.
- Industry experience in any of these is a plus: construction projects; building materials; sales or manufacturing of windows, doors and skylights; architectural product sales; decorative hardware showrooms; hardware stores; sash and door showrooms; designer showrooms; lumber yards; custom woodworking; electrical contractors; UL compliance; commercial glazing; building automation or building management systems; curtain wall.
- Foreign language skills are a plus, especially Korean, Italian, German, or Chinese.

Since 1987, FFI has been providing expert architectural product solutions to the fenestration industry of manufacturers, fabricators, showrooms, dealers, and architects. FFI headquarters is in Hawthorne, CA (near SpaceX headquarters, five minutes from Los Angeles International Airport). *Visit us at www.fenestration.net. Email resume and hourly pay requirements to Jim at JRoberts@fenestration.net. An equal opportunity employer.*