



Job Title: Accounts Payable/Receivable Specialist **Reports to: Controller**

COMPANY PROFILE

Hydra-Flex, Inc., a privately-held company headquartered in Eagan, MN, is a recognized leader in fluid dynamics with a mission to develop innovative products that solve problems, save precious resources, reduce operating costs, and provide exceptional and measurable results for our customers.

COMPANY BACKGROUND

The company was founded in 2002 with the intent to “find a better way” to manufacture innovative and reliable fluid handling products - including chemical injectors, complete chemical dispensing systems, and high pressure nozzles.

Listed on the [INC. 5000](#) Fastest Growing Private Companies, the [MSPBJ Fast 50](#), and a Best in Class finalist for the [2016 MN Manufacturing Awards](#), Hydra-Flex is a small, dynamic organization with a 7-year track record of double-digit sales growth and aggressive plans for the future. Our continued growth will be fueled by expanding our chemical dispensing and nozzle technologies to new vertical markets including hydro-excavation, industrial cleaning, sanitation, vehicle wash, wastewater treatment, agriculture/horticulture, and laundry/warewashing, etc.

CORE VALUES



INNOVATION



RELIABILITY



ACCURACY

OUR CULTURE

Hydra-Flex’s success is a direct result of our most important asset — our people. Working collaboratively, our team members enjoy a casual, fast-paced, flexible, and rewarding work environment that is:

- *Customer Focused* – we understand that our customers are the reason why we’re in business.
- *Built on Teamwork* – we believe teamwork divides the task and multiplies the success.
- *Results Driven* – we believe that what gets measured improves.

JOB SUMMARY

We are looking for an AP/AR specialist who can maintain an above-average level of accuracy, be organized, possess problem-solving skills, work well with fellow employees and vendors/customers, and have strong computer skills. If you are inspired by working in a fast-paced and constantly evolving environment and are as obsessed as we are with getting it right for the company and the customer, this might be the perfect job for you.



PRIMARY RESPONSIBILITIES

1. Prepares all vouchers and approved invoices for payment; processes all company payments in a timely manner.
2. Interfaces with appropriate departments to secure proper payment approvals.
3. Processes and oversees expense reimbursement and reporting.
4. Prepares invoice deduction notices as required.
5. Maintains accounts payable files and records.
6. Prepares 1099s.
7. Responds to all vendor and employee inquiries regarding invoices, expenses, and check requests; resolves invoice discrepancies.
8. Prepares and prints accounts payable reports; reviews and reconciles periodic reports to maintain current reconciliation status for cash and disbursement accounts.
9. Analyzes and tracks accounts payable amounts; prepares analysis of accounts as required.
10. Assists with monthly closings and bank statement reconciliation.
11. Prepares customer invoices; reconciles customer accounts.
12. Applies payments to outstanding invoices in a timely manner.
13. Prepares daily bank deposits; reviews for accuracy.
14. Monitors and maintains accounts receivable aging.
15. Assists with accounts receivable process through correspondence and collection calls as directed.
16. Researches customer claims of invoice payment and/or discrepancies.
17. Coordinates customer requests for invoice copies and credit memos, as requested.
18. Maintains accounts receivable files and records.
19. Records information about financial status of customers and status of collection efforts.
20. Sorts and files correspondence.
21. Assists with related special projects as required.
22. Performs other related duties as assigned by management.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Associate's degree (A.A.) or equivalent.
2. One to two years related experience or equivalent.
3. 10-key by touch.
4. Demonstrated ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.
5. Proficient in Microsoft Excel.
6. Acute attention to detail.
7. Strong organizational, problem-solving, and analytical skills.
8. Proven ability to handle multiple projects and meet deadlines.
9. Excellent written and verbal communication skills.
10. Commitment to excellence and high standards.
11. Ability to understand and follow written and verbal instructions.
12. Ability to perform diversified clerical functions and basic accounting procedures.
13. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

COMPETENCIES:

1. **Drives for Results:** focuses and guides self in accomplishing work objectives.
2. **Influence:** interacts with others in a way that gives them confidence in one's intentions and those of the organization.
3. **Stress Tolerance:** maintains stable performance under pressure or opposition; handles stress in a manner that is acceptable to others and to the organization.
4. **Technical/Professional Knowledge:** possess, acquires, and maintains the technical expertise required to do the job effectively and to create effective solutions.



5. **Execution:** sets high standards of performance for self, assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
6. **Fosters Trust:** understands the complexities of financial reports and maintains the confidential nature of information.