



Bay State Milling Job Description

Job Title: Cash Application Assistant
Department: Finance
Reports To: Director, Credit
FLSA Status: Non-Exempt

SUMMARY

Position reports directly to Director of Credit. Performs cash application functions, deduction resolution and assists the Credit Department in keeping it organized and responsive to our internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following and other duties may be assigned:*

- Cash application of customer checks, ACH and wire payments daily
- Balance cash sheets daily and monthly
- Handle the deduction resolution process from posting of the deduction through the approval process by working with Invoicing Clerk, Credit Assistant, Customer Service and Sales Department
- Maintain the electronic scan program for the Credit Department to ensure that scans of all documents are in compliance with procedures and that all cash batches are accounted for
- Credit Department filing
- Weekly verification of Flowers Bakeries Reports
- Prepares all potential write offs for Director of Credit approval
- Processes all approved write offs in AX
- Process all ACH debit payments (daily)

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

High school diploma in addition to basic accounting skills. Microsoft Dynamics AX experience a must. Good MS Excel/Word and Outlook 365 skills are required. Must have the ability to multi task and problem solve.

LANGUAGE SKILLS

Must have good English-speaking skills and be able to comprehend and write instructions, short correspondence and memos.



MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Basic accounting skills

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or remove up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.