

Job Title: AR/AP Accounting Specialist

Location: RCS HQ | Renton, WA

Job Type: Full-time | Hourly

Job Summary:

We are seeking a reliable and detail-oriented Accounting AR/AP personnel to join our finance team. This individual will manage accounts receivable (AR) and accounts payable (AP) processes, ensuring the smooth and efficient flow of financial transactions. The role requires accuracy, time management, and the ability to collaborate effectively with various departments to ensure that all financial data is recorded in a timely and correct manner. You'll be part of a small, multifaceted finance team, so your ability to succeed independently while also collaborating with others is key. This is a great opportunity for someone who wants to grow in an accounting role while contributing to the financial health of a growing manufacturing company.

Key Responsibilities

Accounts Receivable (AR):

- Process customer invoices, ensuring accuracy and timeliness.
- Monitor and follow up on overdue accounts, communicating with customers to resolve any billing issues.
- Record payments and prepare bank deposits.
- Reconcile AR ledger and ensure all payments are applied correctly.
- Assist with credit management and setting up new customer accounts.
- Generate and maintain AR aging reports, reporting any discrepancies or outstanding balances.

Accounts Payable (AP):

- Review and process vendor invoices, ensuring proper documentation and approvals.
- Manage payment schedules and ensure timely payments to suppliers.
- Reconcile AP ledger and resolve discrepancies with vendors.
- Assist in preparing weekly or monthly cash flow projections.
- Prepare reports for the accounting manager on outstanding payables.

General Accounting and Office Support:

- Ensure proper filing and organization of financial records, including AR and AP documentation.
- Collaborate with the finance team to prepare financial statements and reports.
- Provide support during audits or financial reviews.
- P.O. Box Pick-Up & Distribution
- Assist in month-end and year-end closing processes.

Qualifications:

- Associate's or Bachelor's degree in Accounting, Finance, or related field preferred.
- Minimum 5 years of experience in accounts receivable, accounts payable, or general accounting.
- Experience working in a manufacturing environment or understanding of industry-specific financial processes is a plus.
- Experience working with JobBoss ERP system is a plus.
- Strong attention to detail, organization, and time management skills.
- Proficiency with accounting software (e.g., QuickBooks, Microsoft Excel) and basic financial systems.
- Excellent communication skills, with the ability to collaborate across departments and work with external customers and vendors.

Skills and Abilities:

- Ability to maintain confidentiality and handle sensitive financial data.
- Strong interpersonal skills with a customer-service mindset.
- Ability to work independently and as part of a team.
- Strong problem-solving and analytical skills.
- Valid drivers license

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift up to 15 pounds occasionally.

Overview

Renton Coil Spring (RCS) is the Global Leader for Titanium Spring Manufacturing and Innovation. RCS uses cutting edge, patented technology and engineering expertise to develop products for the most challenging of aerospace, commercial, military and space applications. With a strong commitment to R&D, lean manufacturing and continuous processes improvement, RCS values team members that are focused and dedicated.

What RCS Offers:

- Schedule: 40 hrs/week
- Compensation: \$24 to \$30 /hour DOE
- Extensive benefits package with health, dental, vision, life insurance and 401(k) with matching employer contributions and tuition reimbursement.
- Regionally competitive wages to ensure work/life balance.
- This is a **non-exempt** position and employees are eligible for over-time pay.

All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law.

Veterans encouraged to apply.

Candidates will be subject to initial and random anti-drug (including Marijuana) and alcohol testing upon acceptance of offer.

Qualified applicants will hear back from us very soon! We will not keep you waiting!

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement

Supplemental pay types:

- Overtime
- Bonus pay