

ACCOUNTING ASSISTANT

Who We Are:

Trigger Point Performance is an Austin-based company that has successfully become one of the leaders in personal performance care by marketing its in-home therapy technology to consumers in the athletic, health care, and personal wellness markets. We are a multi-channel company that provides a broad selection of information, media, products, and services to customers that value personal development, wellness, positive lifestyles, and enlightening media. We are experiencing tremendous growth and are looking for high-performing individuals who would never settle for being anything but the best at what they do. We work hard, play hard, and enjoy the journey.

The Accounting Assistant is responsible for ensuring that the general ledger reflects the accounts receivable balances as shown in the Fishbowl Inventory Management System. This individual will reconcile the balances weekly by working with members of various teams, including billing & transactions, and IT/Operations. This person also has to have an interest in fitness and Trigger Point Performance philosophies.

DUTIES AND RESPONSIBILITIES:

- Responsible for the collection by monitoring accounts receivables, resubmitting bills to overdue accounts, and alerting the manager of seriously overdue accounts.
- Research and resolve discrepancies between the A/R aging balances and Sales Orders in Fishbowl.
- Validate Sales Orders reports used in A/R aging, including sales, payment, and adjustment reports.
- Analyze and apply payments to specific invoices.
- Ensure that payments are processed, balanced, and reported within the timeframe established.
- Detailed reconciliation of system cash entries to the daily online bank reports.
- Research and respond to internal and external inquiries on a variety of accounts receivable issues.
- Process credit applications (new/updates) for approval or denial of open accounts.
- Monitor credit limits to update accounts as needed to prevent blocking of shipments.
- Set up and update the customer accounts information for both QuickBooks and Fishbowl system.
- Respond to, handle and resolve customer inquiries.
- Provide customers with product and service information.
- Maintain level of knowledge and understanding of TPT features of service, marketing promos, and special offers.
- Process orders, forms and applications.
- Identify and escalate customer issues.
- Handle customer billing questions.
- Additional responsibilities as assigned.

QUALIFICATION REQUIREMENTS:

Minimum 3+ years experience in operations, administration, bookkeeping or accounts receivable desirable. General knowledge of accounting principles. Ability to prioritize and function in a fast-paced environment while maintaining a high level of accuracy. Ability to communicate effectively both in written & verbal formats. Strong data entry and attention to detail. Ability to multi-task and maintain organization in a changing environment. Exhibit initiative & responsibility. Experience with MS Office, Outlook, and Internet. QuickBooks experience is required.