



Accounting Assistant

Harmony Enterprises, an Equal Opportunity (EEO/AA) Employer, is hiring for the position of Accounting Assistant.

Required Skills: Highly organized, detail oriented, familiar with MS Office software, good time management skills, excellent communication skills, and have the ability to work as a team member. Candidate must also exhibit the Harmony Enterprises' core values; Committed, Passionate, Innovative, Courage to Make a Difference, and Enhancing our Shared Experience.

Preferred Skills: Accounts Receivable experience.

Responsibilities:

- Process Daily Receipts
- Manage AR Communications
 - Customer Statements & Collections
 - Salesforce Invoice Data Entry & Follow-up
- Support AR Invoicing
 - Invoicing for national account
 - Backup for AR Invoicing all accounts
 - Assist in Sales & Use Tax Reporting
- Software programs utilized
 - MS Office – Outlook, Excel, Word
 - Made2Manager (Accounting program)
 - Salesforce
 - Adobe Professional
 - M-Files (Document management program)
 - Various Customer Online Portals

Interested candidates should apply online at <https://harmony1.com/about-us/employment-with-harmony/> or contact Stephanie Fisher, HR Administrator at sfisher@harmony1.com or call 507-886-6666, ext. 108.