



Job Description

Join a growing 100% Employee Owned and Operated Company!

Job Title: Accounts Receivable Administrative Associate

Location: 11320 Donner Pass Rd. Truckee, CA 96161

Department: Accounts Receivable / Accounting

Reports to: Financial Controller

Employment Status/Type: Full Time, Year Round M-F 8am-4pm

Compensation: \$16+ DOE

Job Summary

Greet and assist all guests of Mountain Hardware and Sports, connecting them to the product or service requested. Assist with daily operations of the accounting team; answering phones, process daily payments and reconcile daily payments, run monthly financial statements, verify credit references for new in house accounts, process credit references for external companies, reconcile month end monthly.

Duties and Responsibilities

- Encourages and demonstrates the Mountain Hardware and Sports culture of exceptional guest service, teamwork, innovation, and fun! Works well independently and with others. Enjoys “pitching in” whenever and wherever assistance is needed. No job is too small for any of our employees if it serves our guests. Conducts and shows a high level of professionalism and courteousness to all guests. Values our safety culture, our Core Values, values employee ownership and operation, our local community, and maintaining a healthy, sustainable environment. Asks questions, shares concerns, or gives ideas on innovation and efficiencies that improve both the guests’ and employees’ experience.
- Answer 80% of all incoming calls to the store, directing them to the proper department or associate.
- Greet all MHS guests and assist them when on the sales floor
- Process and reconcile daily payments from vendors and in-house accounts
- Run and/or create monthly financial statements
- Verify credit references on new in-house accounts
- Process credit references for external companies within house accounts
- Reconcile month end financials regularly.

Skills and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties:

- Have excellent communication, analytical, and interpersonal skills.
- Ability to work in a fast-paced environment while maintaining a high level of accuracy and courtesy.
- Must be at least 18 years old.
- Must be able to work in the United States.
- Must meet criminal background standards.



- Must be able to communicate effectively in English.
- Ladies and Gentlemen Need Apply.
- Must maintain a well-groomed and professional appearance.
- Must be able to wear a uniform.
- Must enjoy serving people and having fun!

- **Language Skills:**
 - Literate and fluent in English.
 - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
 - Additional language(s) desirable.
- **Mathematical Skills:**
 - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
 - Ability to calculate figures and amounts such as fractions, percentages, and ratios.
- **Reasoning Ability:**
 - Ability to apply common sense understanding to carry out instructions furnished in oral, mathematical, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
- **Education and/or Experience:**
 - High School Diploma or General Education Degree (GED) and/or
 - Associates degree (A.A.) and/or
 - Bachelor's degree (B.A. or B.S.) and/or
 - Or 1-2 year(s) related experience and/or training; or equivalent combination of education and experience.
 - Computer and database knowledge
 - Advanced Excel skills and ability to use a 10-key calculator with ease
 - Prior customer service, outdoor focused retail, hardware, retail, ski resort, or hospitality experience desirable.
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- **Certificates, Licenses, and Registration:**
 - None Required
 - Accounting certificates desired

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, and walk; talk and hear; taste and smell; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Often required to use the computer. Specific vision abilities required by this job include close vision, distant vision, color and peripheral vision, depth perception, and ability to adjust focus.
- Ability to lift/move 25 lbs.



Equipment Used

- Telephones, PC, database, office supplies, and filing cabinets
- Handheld radio
- 10 key calculators

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Harsh outside weather conditions.
- Could be occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration.
- Noise level in the work environment is usually loud.
- Exposed to moving mechanical parts.
- Large work area environment.

Employee Name: _____

Employee Signature: _____

Date: _____

Employment with Mountain Hardware and Sports/Truckee Rents is "at will" for no definite period of time. The employee may terminate employment at any time without notice or cause, and so too can Mountain Hardware and Sports/Truckee Rents terminate employment relationship at any time without notice or cause.