

Administrative Assistant's Responsibilities

Updated 8/31/2022

- A/R
 - A/R Cash Receipts / Posting
 - Calling on past due invoices
 - Monthly Statements
 - Remote Deposit
 - Filing A/R
- Invoicing
 - Matching sales orders with P.O.s and invoicing all sales and service orders
 - Mailing invoices
 - Service invoicing
- Credit
 - Accepting and processing sales orders
 - Issuing credit memos and processing returns
 - Credit References
 - Filling out W-9s
- A/P
 - Matching Coach Comm P.O.s with vendor invoices
 - Reviewing and matching invoices with pre-check report
 - Filing Coach Comm A/P
- Credit Cards
 - Matching all charges on Coach Comm statements with receipts / P.O.s
 - Matching Coach Comm invoices paid by customer credit card with bank statement
- Sales and Use Tax
 - Sorting A/P for Coach Comm invoices that we owe Sales and Use Tax on and file EFT on ALDOR website
- Misc. Responsibilities
 - Keeping Mail Meter Funds Full
 - Separating all inbound mail
 - Various errands for Business Manager