

IMAGINE IT BETTER



## FireFly Computers | A/R and A/P Specialist

Apply online at [www.fireflycomputers.com/careers/](http://www.fireflycomputers.com/careers/)

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### ABOUT FIREFLY

FireFly Computers is a young, exciting, and quickly growing technology company focused on promoting and supporting computing in education. FireFly offers products and services that make it easy for schools to launch 1-to-1 computing programs and provides services and solutions that keep management and maintenance simple. Not only do we have great prices on Chromebooks and PCs, we also supply innovative and time-saving solutions that include device setup, configuration, management, training, technical support, warranty repair, self-repair, device buy-back, and more.

From our sales floor to the tech and warehouse teams, the heartbeat of FireFly is the fantastic people who work here. We're a group of fun and vibrant individuals who know how to get down to business in a highly competitive industry. We take great pride in the quality and uniqueness of our team, and we can't wait to see what you can bring to the table.

### AWARDS

- Inc. Magazine "Best Workplaces" Award
- Inc. 5000 "Fastest Growing Private Companies in America"
- Deloitte "Fast 500" Award
- Minneapolis/St. Paul Business Journal "Fast 50"

## **JOB DESCRIPTION | ABOUT YOU**

As an A/R and A/P Specialist you will work closely with the accounting team to complete various accounting tasks including daily entries to accounts payable, accounts receivable, verifying receipts, and entering vouchers. A successful candidate has a high attention to detail, a strong work ethic, the ability to multi-task in a fast-paced environment and a positive attitude.

## **JOB DUTIES**

- Daily accounts payable voucher entry
- Daily accounts receivable receipt entry
- Apply credits to invoices in customer accounts
- Monthly and quarterly reporting
- Credit card entry for purchases
- Create new vendor & customer accounts in the system
- Voucher receipt matching
- Voucher credit card matching
- Assist with monitoring state compliance including state filing and taxes
- Processing and monitoring vendor credits and returns
- Assist with customer credit processing and evaluation
- Other duties as needed

## **REQUIRED SKILLS**

- High school diploma or equivalent
- Extreme attention to detail
- High level of personal accountability
- Effective and clear written and verbal communication in English is required
- Highly organized, with an ability to prioritize, multi-task, and meet deadlines
- Self-motivated individual with minimal need for supervision

## **PREFERRED SKILLS**

- Bachelor's Degree or 1-2 years of experience
- Proficiency with Microsoft Office applications
- Previous knowledge and/or an interest in computers and technology

## **BENEFITS**

- 401(k)
- Paid Vacation
- Paid Holidays

*FireFly Computers is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*