



Magnum Systems, Inc. is looking for SKILLED, ENERGETIC individuals who want to join our team. We are looking for a full-time Accountant – Accounts Receivable/Credit/Collection for our Kansas City, Kansas **OR** Parsons, Kansas location.

Please download and complete an [employment application](https://www.magnumsystems.com/about/careers/). You can also find it on our website <https://www.magnumsystems.com/about/careers/>.

POSITION DESCRIPTION

The role of Accountant – Accounts Receivable/Credit/Collection is to use diligence in acquiring credit reference and use prudence in extending credit to customers within the Magnum established guidelines. Must provide timely and accurate progress payment invoices to our customers according to customer purchase orders and Magnum Sales Order. Must perform collection efforts on delinquent accounts with attention to following established procedures when representing Magnum Systems.

DUTIES & RESPONSIBILITIES

- Request customer credit reference information, follow-up with credit requests from trade references, obtain Dun and Bradstreet reports.
- Evaluate credit information received and make prudent recommendation for credit limits and sales order payment terms. Maintain documentation for recommendation.
- Generate and send out progress payment invoices to customers using Made2Manage ERP software per agreed upon terms.
- Maintain and Balance Unearned Revenue Account Analysis.
- Follow-up on receipt of payments for progress invoices, keeping project managers updated on status.
- Obtain tax exemptions from customers and upload into Avalara Cert Capture and Made2Manage.
- Maintain database of exemption certificates.
- Contact customers regarding status of delinquent AR accounts. Log contact and progress information on customer account in Made2Manage.
- Update credit statuses and limits in Made2Manage as necessary.
- Ability to meet communicated schedules and deadlines.
- Assist in monthly and year-end closing process.
- Assist in providing schedules and supporting documentation as a part of year-end audit.
- Manage or perform special projects as assigned.
- Serve as backup to other accountants when necessary.
- Other accounting or office duties as assigned.

THE PEOPLE, PARTS, AND SYSTEMS THAT KEEP THE LINE MOVING.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work under minimal supervision. Ability to work in both a team atmosphere or as a self-starter is a must.
- Critical-thinking skills. Able to proactively identify needs, predict obstacles, assess solutions, and communicate importance of accountability.
- Math skills. Must be able to analyze, compare, and interpret facts and figures.
- Interpersonal skills. Must work closely with other departments, employees, customers, and executive team. Excellent written and oral communication skills. Must be able to communicate in a professional but firm manner.
- Detail oriented. Must pay attention to detail when compiling and examining documentation. Understands everything leaving our facility (including invoices) is a representation of the employees, company, and reputation.
- Continuous education driven. Looking to improve every day and leading by example.
- Proficient Analytical skills. Must be able to understand ERP system and how operational processes and transactions affect the general ledger.

EDUCATION AND EXPERIENCE

Required:

- Associate Degree in Accounting or Business-related field or equivalent accounting experience
- Experience with Microsoft Office Excel and ERP software
- Knowledge of basic accounting procedures and principles in accordance with GAAP

Preferred:

- Experience in manufacturing accounting or auditing of manufacturing
- Experience in multi-state sales tax

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required.

PHYSICAL DEMANDS

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time position. Typical days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. Some flexibility in start and end time is allowed; but, should be a set schedule.

TRAVEL

Minimal travel between locations will be expected.

ABOUT US

Magnum Systems was formed in 2001, but is built on two quality brands Smoot and Taylor Products, both dating back to the 60s. Smoot was founded in 1960 in Kansas City, KS with a focus on manufacturing pneumatic conveying systems, components, and our prized rotary airlock valves to serve all industries handling dry bulk solids. Taylor Products was founded in 1969 in Parsons, KS initially providing bagging and packaging equipment to the seed industry, and our offerings have expanded in bagging, packaging, and container handling through integrated technology like robotic automation.

Our wide range of systems and customers offer plenty of opportunities to put your skills to the test and learn a few new ones. Our managers know great talent when they see it, and we invest in what makes Magnum Systems a leader in our field – people like you.

JOIN OUR TEAM

If you're looking to find a place where the people are passionate about what they do and work on a team that is looking toward the future, Magnum Systems is the place for you. Roll up your sleeves and work alongside the best in our industry. We offer quality benefits:

- Health, Dental, Disability, and Life Insurance

- Pre-Tax Savings Program
- Paid Time Off
- 401K
- Profit Sharing Program

WORK AUTHORIZATION

Applicants must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

Magnum Systems' policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category.

Magnum Systems is proud to be a drug-free workplace.