Job Description: AP/AR Administrator

Company Description:

Nexersys Corporation, an Austin, Texas-based, international fitness equipment design and marketing company, has created Nexersys®, the patent-protected “Next Generation Exercise System” for use in both the home and commercial gyms. Capitalizing on the recent trend of merging exercise equipment with computer games, Nexersys is a professional-grade, multimedia fitness product that replicates the experience users receive from a personal trainer. The equipment combines the exceptional benefits of an authentic boxing or mixed martial arts workout with the entertainment and feedback available from today’s gaming and computer technology. As a result, Nexersys provides a unique combination of cardio, strength, endurance, and mental acuity training in a single piece of equipment.

Position Summary:

The AP/AR Administrator is to assist with the day-to-day functions of the accounting department, with a focus on accounts receivable and accounts payable. The AP/AR Administrator will report to the Controller. On an interim basis, the position reports to the Controller. In the future, the position will report to the Chief Financial Officer and Controller. The ideal candidate should be extremely skilled with accounting and bookkeeping functions, inquisitive, eager to learn, and able to juggle multiple tasks. Must be outgoing, hard-charging and someone who gets things done. If the candidate exceeds expectations, conversion to full-time after 90 days is very likely.

The AR/AP Administrator’s primary duties include but are not limited to:

- Preparing and making bank deposits;
- Processing statements;
- Manage order processing;
- Invoice reviewing, coding, and obtaining approval by entry into accounting system;
- Filing;
- Billing; and
- Acting as an ambassador for the Company at all times.
Job Requirements:

- Associate or Bachelor’s Degree in Accounting, Finance or related field
- Excellent computer knowledge with proficiency in QuickBooks and Excel, preference to candidate with knowledge of NetSuite
- Excellent communication skills (written and verbal)
- Ability to work independently and complete assigned tasks within identified time frames
- Organized
- Dependable
- Detail Oriented
- High sense of urgency
- Accountable for complete success in this role
- Team Player
- Quick Learner

Nexersys Corporation is an equal opportunity employer and is seeking skilled member to join our team with preference given to U.S. veteran candidates.

Qualified Candidates should send their resume in confidence to: careers@nexersys.com