

## Accounting/Administrative Assistant

Lighting Systems, one of the largest lighting manufacturer's representatives in Northern California, is seeking an Accounting/Administrative Assistant.

### Duties and Responsibilities

#### Accounts Receivable:

- Maintain the cash receipts check list
- Identify and post customer payments in Sage 100
- Process bi-weekly deposits
- Light customer invoicing
- Reconciliation of the cash receipts journal with the bank account at end of month
- Send customer statements out monthly
- Light collections

#### Accounts payable:

- Code vendor vouchers
- Code employee expense reports
- Post vouchers and expense reports in Sage 100
- Assist with check runs
- Enter Manufacturers commission sales vouchers in Oasis

### Qualifications & Skills Required

Job requires knowledge of Microsoft Excel, Word, and Outlook.

Experience with Sage 100 and Oasis software helpful, but we will train.

Lighting Systems offer competitive salaries and benefits package as well as a friendly, nurturing, and supportive work environment. If you are interested in exploring a career within Lighting Systems and collaborate with our team members, clients, and the communities where we work, please send your resume to [Careers@ltgsys.com](mailto:Careers@ltgsys.com).



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#### Nevada

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