



**General Description:** Assist in the administrative and clerical duties of the Accounting Department. Manage all logistics carrier payments, process and track all corporate accounts payable ACH payments, perform the issuance of license plates and permits for vehicles and serve as a backup to the Accounts Payable position.

**Essential Duties and Responsibilities:**

- Process all Baylor Logistics carrier settlements (set up ACH payments, send payment remittances to carrier, run checks, etc.)
- Reconcile all EFS, Pilot/ Flying J and Terminal Fuel Purchases
- Process new and replacement license plates (trucks & trailers) and submit all required documents to IRP including the annual renewals
- Issue NYHUT permits as needed and renew all permits annually including Canada/ Ontario CVOR, state liquor permits, Hazmat, SCAC and other required permits
- Process daily check deposits using bank scan system
- Manage and create digital EFS Master Cards as required
- Review and reconcile all digital banking payments
- Ensure payment of all monthly recurring activity including insurance, utilities, rental payments, monthly subscriptions/ services and fuel
- Serve as backup for overflow call volume
- Manage driver anniversary gifts; sympathy cards/flowers/memorials
- Assist drivers with purchases from company store
- Serve as the backup for accounts payable position
- Other duties as assigned

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- Planning/Organizing - Prioritizes and plans work activities to use time efficiently in order to meet
- Professionalism - Treats others with respect and consideration regardless of their status or position;
- Quality – Performs job tasks with accuracy and thoroughness while monitoring own work to ensure
- Quantity – Completes work in a timely manner while seeking ways to increase productivity

- Adaptability – Adapts to changes in the work environment; able to deal with frequent changes, delays,
- Attendance/Punctuality – Arrives to work consistently on time and minimizes schedule deviations for
- Dependability – Follows instructions, responds to management direction and completes tasks on time or
- Initiative – Seeks and takes advantage of opportunities; requests and offers assistance when necessary
- Innovation – Meets challenges with resourcefulness; possesses ability to develop innovative approaches

### **Work Environment**

Professional atmosphere in an office environment. Scheduled work hours of 8:00AM-5:00PM, Monday through Friday.

### **Benefits**

Baylor Trucking is proud to offer Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Holidays, PTO and 401(k) with company match.