



JOB DESCRIPTION

Position: Accounts Receivable Clerk
Department: Finance
Reports To: Controller
Status: Part-time Hourly
Date: 3-7-2019

POSITION SUMMARY:

The Accounts Receivable Clerk provides financial, administrative, and clerical support by ensuring the receipt and accounting of funds being paid to the organization. Associate properly records transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely, and accurate manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enter all receivables daily; check for accuracy and approval prior to entering in ERP system
- Research and resolve accounts receivable discrepancies, monitor the accuracy of account details, and process miscellaneous payments
- Receive payments and post to customer accounts; prepare daily cash deposits
- Communicate with customers to collect payments in a timely manner
- Work closely with customers to build a solid relationship
- Record Royalties and reconcile quarterly
- Assist Senior Accountant with KPI's for Accounts Receivables
- Backup for the Accounts Payable clerk; perform other job-related duties as assigned

QUALIFICATIONS & REQUIREMENTS:

- At least 7+ years' experience in Accounts Receivable and 5+ years Accounts Payable experience
- Knowledge of Generally Accepted Accounting Principles
- Manufacturing experience highly desired
- Experience with ERP systems, preferably MS Dynamics GP
- Ability to maintain a high level of accuracy and attention to detail and organizational skills
- Proficiency using Microsoft Excel spreadsheets in creating pivot tables, developing charts and complex formulas; knowledge of other MS office Suites
- Strong communication skills – written, verbal, facilitation of strong working relationships
- Ability to work in a fast-paced environment, with the ability to adapt to change quickly

Disclaimer

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, or skills required for the position. This position may be changed or assume additional duties at any time. The employee may be requested to perform different or additional duties as assigned.