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| Position Title: Accounts Receivable | Department: Accounting | Reports To: Accounting Manager |
| Level: Entry | FLSA Status: Hourly Non-Exempt | Supervisory Requirements: N/A |
| Position Summary: The Accounts Receivable Specialist will be responsible for securing revenues by verifying and posting receipts, distributing invoices and statements and collecting past due funds. | | |
| Essential Functions: | | |
| <ul style="list-style-type: none"> • Contacting customers regarding past due invoices • Update and maintaining customer account information • Post receipt of all incoming funds • Respond to customer billing inquiries • Daily post office and bank runs • Assist in Accounts Receivable queue • Investigate discrepancies and resolve customer billing issues • Issue customer invoices daily by invoice report • Prepare and enter all accompanying journal entries and post to general ledger • Prove credit card receipts to general ledger and make journal entry to transfer funds to the operating account • Assist with approving credit applications | | |
| Knowledge & Skills: | | |
| <ul style="list-style-type: none"> • Be self-motivated and able to work independently • Solid understanding of basic accounting principles • Proficient computer and math skills • Experienced with completing tasks on time • High degree of accuracy and attention to detail • Excellent problem solving and communication skills • Ability to build relationships with customers and colleagues • Team-Oriented | | |
| Minimum Qualifications: | | |
| <ul style="list-style-type: none"> • High school diploma or equivalent required • Some college with relevant studies preferred • Experience working with an ERP system • Knowledge of Microsoft Word, Excel and Outlook | | |
| Physical Requirements: | | |
| <ul style="list-style-type: none"> • Must be able to work sitting most of the day • Must be able to regularly use hands for typing and computer use • Frequently bend to file and maintain files | | |
| Environment: | | |
| <ul style="list-style-type: none"> • Typical professional office and shop setting • Must be able to handle varying levels of stress • Routinely use standard office equipment including phones, computer, copiers, printers, etc • Must contribute to a positive working environment • Must be a team player | | |

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

This document does not create an employment contract, implied or otherwise other than an "at will" relationship.

Employee Signature

Employee Name (Printed)

Date

Manager Signature

Manager Name (Printed)

Date
