

Accounts Receivable Specialist

This position, will be responsible for cash application/reconciliation functions within accounts receivable department. Responsibilities include the processing of accounts receivable transactions accurately and timely in accordance with company policy to maximize cash flow and ensure company accounts receivable targets are met and also is responsible for related activities.

Knowledge, Skills & Abilities

- Cash application and cash handling experience, depositing and recording money
- Strong attention to detail, analytical problem solving skills
- Commitment to excellent customer service, with above average written and verbal communication skills
- Ability to prioritize and manage multiple responsibilities in a fast paced environment, able to maintain composure in high pressure situations
- Active Learning- Understanding the implications of new information for both current and future problem-solving and decision making
- Identify complex problems by reviewing related information

Key Responsibilities & Essential Functions

- Retrieve all remittances from mail, email and web portals, apply all daily cash receipts to outstanding customer accounts receivable
- Verify all cash receipts are deposited through confirmation of deposit slips or daily reports
- Provide customer service regarding discrepancies created during the cash receipts process
- Communicate with internal and/or external customers to identify reasons for overpayments or deductions
- Responsible for discrepancy resolution including contacting customer for payment
- Process customer credit card payments
- Review and handle account adjustments
- Apply all cash receipts to outstanding customer receivable daily and reconcile to bank account daily prepare, interact with bank courier as needed.
- Notify Credit Manager of NSF checks or other returned items.
- Establish and maintain effective and cooperating working relationship
- Participate in team planning, team meetings
- Frequent reporting and communication of issues to direct supervisor
- Meet defined department goals, work as a team with sales, customers and other departments
- Perform other assigned tasks and duties necessary to support A/R department
- Answer internal and external customer inquiries about credit account related matters including delinquency
- Review and set up accounts within our software system according to guidelines

- Checking incoming paperwork (correspondence, invoices etc.)
- Sorting all paperwork alphabetically and according to content, dates, significance etc.
- Creating or update records with new files and information
- Store all paperwork in designated places securing the important documents
- Develop an efficient filing system to make updating an retrieving files easier
- Follow policies on confidentiality dictations to safeguard data and information
- Monitor inventory of files, paper clips etc. and report shortages

Qualification

- 2 Years or more years of Accounts Receivable knowledge/experience
- Strong attention to detail, goal oriented
- Excellent written and verbal communication abilities
- Target Data system experience a plus but not necessary
- Ability to prioritize and manage multiple responsibilities
- Knowledge of Microsoft (outlook, Excel, Word)
- Ability to work independently and to adapt to a changing environment
- Self-disciplined and capable of identifying and completing critical task independently and with a send of urgency
- Patience and ability to manage stress
- Problem-solving skills
- Must be able to pass pre-employment test, including background check.

Please contact:

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Credit and Collections Manager

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