Job Title: Accounts Receivable Analyst

Job Summary

This position will be responsible for ensuring accurate, timely and complete posting of incoming payments to customer accounts. In addition, payment research and account reconciliation will also be performed.

Benefits

At CalPortland, we're proud to offer a comprehensive, competitive benefits package that provides health and financial support to our most important resources: our employees. Your benefits are an important part of your overall compensation at CalPortland. That's why we give you a wide range of benefits to choose from. All regular full time employees may enroll in a variety of health and welfare plans including medical, dental and vision plans. Other benefits include life insurance, disability coverage, employee assistance program, and retirement program. The company also has a variety of voluntary benefits for employees to choose from.

Responsibilities

- Accurately posting of incoming payments to customer accounts
- Prepare, process and resolve adjustments and payment discrepancies
- Research unidentified payments and credit balances
- Process Credit Card Payments
- Work closely with Sales, the Credit Dept and Customers
- Provide good customer service to internal and external customers
- Reconciling accounts
- Provide timely, reliable and accurate reporting
- Identify and communicate opportunities to continuously improve, standardize and streamline the cash application process
- Auditing COD CTA (Cash Transmittal Advice)
- Make Desktop Deposits
- Must be able to multitask, work effectively and independently
- Other duties as assigned

Education

Associate's degree required, Bachelor's degree preferred

Requirements/Qualifications

- Minimum 2 years of Accounts Receivable Experience
- SAP Experience
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong verbal and written communication
- Excellent interpersonal skills
- Results oriented and strives for continuous improvement
  - Strong general math skills
  - Excellent attention to detail and organizational skills
  - Strong analytical skills
  - Works well and collaboratively in a team environment

Conditions of Employment

Successful candidate must submit to post-offer pre-employment physical examination, drug/alcohol screen, and background check. Some positions require FMCSA regulated on-going drug and alcohol testing.
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