



Position: Accounts Receivable Collections

Company:

NOVA is a leading brand and innovator of 820 Consumer Products to Improve People's Lives- including designer canes, rolling walkers, transport chairs, wheelchairs, and mobility accessories. Since 1993, NOVA has grown organically with a strong foundation of service, quality and integrity. NOVA's goal and mission is to provide and service superior quality products with great function and fashion for people to live a healthy, independent, and beautiful lifestyle. NOVA is invested in the Human Ability through our Products, Services and Culture. www.novajoy.com

Year Established: 1993 Number of Employees: 90 Locations: Carson, CA ; McCook, IL; Austell, GA

Culture: The NOVA culture is fun, caring and dynamic. NOVA is where exceptional people with like values and vision are embraced, encouraged and cultivated to create opportunities, make an impact, and develop and grow along with us. We are a powerful group of amazing individuals aligned in friendship, family and mission.

Hours: 8:30 am – 5:00pm

Benefits: Full Individual Health Insurance, Vision and Dental, 401K, Vacation and Sick days, Paid Holidays.

Location: Headquarters, 1470 Beachey Place, Carson, CA .

Job Description:

We are looking for a Accounts Receivable Level II to become part of the team. The Accounts receivable and Collections staff will be responsible for monitoring and maintaining assigned accounts, daily collection follow up thru email or phone call, customer reconciliations and adjustments.

Primary Duties include:

- High volume daily collection activities including placing phone calls, writing letters, sending statements and requesting payments on accounts.
 - o Review daily billing and aging reports.
 - o Identify issues in AR and propose adjustments.
 - o Set up New Accounts Applications.
 - o Maintain & update customer information and file.
 - o Monitor Customer's deductions. Immediately advice AR account managers on unauthorized deductions & short pays. Follow up resolution. Review, research and resolve short pays and credit deductions taken by customers.
 - o Receive and respond to inquiries from customers re: accounts receivable.
 - o Reconcile A/R per customer's statements & reports vs. per Nova statements.
 - o Coordinate with sales and customer service AR problems, issues and inquiries.
 - o Review account to be placed On Hold or Un Hold accounts.
- Maintain notes of customer collections activities.
- Review account adjustments and resolve customers' deductions, short payments and price discrepancies.
- Perform other assigned tasks and duties necessary to support the accounts receivable department

Qualifications and Requirements:

- BS Accounting /Finance
- Detail oriented
- Strong knowledge on aspects of Accounts receivable processes
- Above average analytical and reconciliation skills

- Ability to enter data quickly and accurately
- Have strong computer skills. Proficient in MS Excel, Outlook and Word
- Project a positive attitude
- Disciplined, strong work ethic
- Ability to work independently
- Ability to communicate effectively
- Excellent verbal and written communication
- Must be able to multi-task & handle a high volume of collections.