

Accounts Receivable Clerk

Classification - Part Time (20-24 Hours per Week)

Summary:

The position provides administrative management of the Accounts Receivable process company wide. This position frequently communicates with internal and external stakeholders, to ensure accurate and on-time customer invoicing and payments.

Reports to: Controller

Essential Duties and Responsibilities: Including but not limited to the following:

1. Supports the day-to-day accounts receivable activities.
2. Maintain customer information and sales orders in an accounting system.
3. Writes up all Accounts Receivable and non-Accounts Receivable deposits.
4. Responsible for Accounts Receivable collection of past due accounts. Reconciles dispute data from customer and prepares for resolution.
5. Works jointly with all Account Managers to generate accurate customer invoices with backup documentation. Good communication skills, both verbal and written, are necessary.
6. Responsible for the preparation and distribution of monthly customer statements via email.
7. Support Accounts Payable; by processing data for expense reports and printing checks for mailing or internal distribution.
8. Manage invoicing for equipment processing, installation, and setup, including purchase order verification while maintaining various Excel spreadsheets.

Knowledge:

Understands and has a working knowledge of the Accounts Payable and Receivable Management System.

Attention to detail with the ability to solve problems.

Excel and Word Knowledge, comfortable and proficient in Microsoft Suite preferred. Ability to manage through third party portal software for equipment, installation, startup and freight invoicing.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

1260 Waterville-Monclova Rd. | Waterville, Ohio 43566 | 419-878-9727 | www.KES-USA.com

Associates Degree in Accounting or Business Management and two to three years related experience preferred.

Language Skills:

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write detailed correspondence. Ability to effectively present information in a one-on-one situations and small group situations to business associate, government agencies or employees of the organization.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form. The ability to deal with personnel issues in a calm business-like manner. Realize that the nature of this position requires confidentiality and personal discretion.

Comments:

Must be organized and detail oriented.

Pay: \$22.00 -25.00 per hour, commensurate with experience.