

## Accounts Receivable Clerk

### **Classification - Part Time (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 invoices and payments.

**Reports to:** Controller

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

- Support daily accounts receivable operations, ensuring timely and accurate processing of transactions.
- Maintain and update customer records and sales orders in an accounting system.
- Prepare and process all deposits, including accounts receivable and non-accounts receivable items.
- Manage invoicing related to equipment processing, installation, and setup, including verifying purchase orders and maintaining related Excel tracking spreadsheets.
- Demonstrate ability to produce accurate work with minimal errors: strong attention to detail with commitment to double checking entries and documentation prior to submission.
- Perform detailed, repetitive data entry tasks including updating multiple spreadsheets; some processes are manual and require a high level of focus and accuracy.
- Coordinate with the Controller at the start of each week to review planned invoicing activities and priorities; provide end-of-week updates to ensure alignment and task completion.
- Collaborate with Account Managers to generate accurate customer invoices and provide appropriate supporting documentation. Strong verbal and written communication skills are essential.
- Upload invoices to customer portals, working efficiently with various third-party systems.
- Monitor and collect past due accounts, reconcile disputed balances, and assist in resolving discrepancies with customers.
- Prepare and distribute monthly customer account statements via email in a timely and professional manner.
- Provide support to Accounts Payable, including processing expense report data and printing checks for mailing or internal distribution.
- Engage in proactive, professional communication – both face-to-face and in writing to ensure alignment with team members, customers, and leadership.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Associate's 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 one-on-one situations and small group situations to business associates, 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.