



JOB TITLE: Accounts Receivable Clerk
REPORTS TO: Supervisor, Treasury – Jodi Soto
PREPARED BY: Doug Rath, VP Human Resources
APPROVED BY: Jon Ball, CFO

DATE: February 11, 2019
DATE: February 14, 2019

Job Summary:

The Accounts Receivable Clerk shall be primarily responsible for performing routine, moderately complex Account Receivable functions.

Deliverables:

Provide accurate and timely Accounts Receivable inputs and reconciliations along with other administrative duties to assist the Accounting Department in reconciling financial data on a monthly and annual basis..

Job Duties:

- Enter customer payments through the ERP system.
- Monitor banks accounts to ensure receivables post in a timely manner, to the correct account.
- Monitor expense reports and post expenses to correct accounts.
- Enter payroll entries and accruals.
- Enter Accounts Payable accruals.
- Perform monthly closing entries for purchase programs.
- Monthly reconciliation of multiple bank accounts.
- Assist with Accounts Payable as needed.
- Perform various admin tasks such as mailings; report composition & distribution, tax filings, etc.
- Other duties as assigned.

Education and Qualifications

- High School Diploma (GED) or equivalent plus two (2) years' experience, or equivalent education and experience.
- Outstanding written / verbal communication and computer skills (Excel, Word and ERP system).
- Able to prioritize work in a fast paced, multi-tasking environment.
- Able to meet tight deadlines and follow up on commitments.