

Job Description and Specification

POSITION TITLE: ACCOUNTS RECEIVABLE
DEPARTMENT: ACCOUNTING
REPORTS TO: CONTROLLER

GENERAL SUMMARY

We are looking for a detail-oriented individual who will take full ownership of the accounts receivable & collection processes. This position performs all aspects of accounts receivable such as entering the daily deposits, initiating electronic funds transfers, managing the aged accounts receivable, and producing customer statements.

ESSENTIAL JOB FUNCTIONS

1. Reconcile the accounts receivable ledger to ensure all payments are accounted for and properly posted.
2. Process incoming mail concerning billing and invoicing.
3. Enter the daily deposits into Navision (Certco's ERP system).
4. Notify stores regarding amounts due via electronic funds transfers and cash on delivery (COD).
5. Produce and send weekly customer statements and issue finance charges (if applicable).
6. Track and resolve outstanding payment issues and generate the weekly aging report in a timely manner.
7. Calculate and process drop ship invoices for select customers.
8. Fill out customer credit references as needed.
9. Communicate with customers about billing discrepancies and questions.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of accounting.
2. Knowledge of and skill in using computer software, including Navision, MS Excel and Word.
3. Skill in operating various office equipment, such as personal computer, calculator, fax and copy machine.
4. Ability to pay close attention to detail and coordinate various activities simultaneously.
5. Ability to communicate with customers, co-workers and business contacts in a courteous and professional manner.
6. Ability to work with minimal supervision.
7. Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent, accounting experience and excellent math skills.