

## **JOB POSTING**

**Job Title:** **ACCOUNTS RECEIVABLES & COLLECTION ASSISTANT**

**Department:** Accounting/Finance  
**Reports to:** Accounts Receivable Supervisor  
**Starting Salary:** DOEE  
**Date of Posting:** November 16, 2018

### **Job Duties:**

- A/R collections
- Approving orders that are on-hold based on guidelines given by supervisor
- Answering A/R inquiries
- Reconciling A/R customer accounts
- Assists in credit and collection by phone
- Assists in various tasks in Great Plains such as:
  - a. Printing out A/R aging, faxing, emailing customers
  - b. Putting notes in customers' accounts
- Prints out invoices from Infor/M3 and proofs of deliveries when requested.
- Processes credit application in Microsoft Word
- Filing
- Performs any other related duties, as may be required.

### **Requirements:**

- AA Degree, with accounting subjects required; Bachelor's Degree preferred
- Minimum of five (5) years experience in credit and collection
- Infor/M3 experience preferred
- Excellent communication skills
- Detail oriented
- Must have the ability to multi-task, while maintaining composure and work in a fast-paced environment
- General PC proficiency and data entry skills

**Job Status:** Temp-to-Hire

**Schedule:** 9:00 a.m. to 6:00 p.m., with up to 1 hour unpaid meal break

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands

and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. This position may include lifting up to 25 pounds for files, computer printouts on occasion.

We are an equal opportunity employer.