



Job Title: Accounts Receivable Clerk
 Department: Corporate Finance
 Reports to: Director of Finance
 FLSA Status: Exempt
 Updated: 6/20/18

Job Summary

Applies cash receipts to customer accounts on a daily basis and assists with other administrative accounting functions.

Essential Job Duties/Responsibilities

- Enter cash receipts for incoming checks and ACH payments to customer accounts
- Process credit card transactions online and then enter payments to customer accounts
- Reconcile cash receipts ledger postings to bank statement on a daily basis
- Contact customers when payment discrepancies arise and seek a timely resolution
- Monitor list of open payment discrepancies and ensure these are resolved as quickly as possible
- Prepare bank deposits for international checks received and periodically take these to the bank
- Perform billing duties in a backup capacity, as needed
- Compile and publish daily/weekly reports in a backup capacity, as needed
- Provide support to collection of past due accounts, as needed
- Provide support to AR, AP and GL functions, as needed
- Maintain process documentation for assigned job duties
- Manage integration of the cash application process for acquisitions

Education/Qualifications

- Must possess an Associate’s Degree, or higher, in an Accounting-related field
- Strong data entry skills and comfort level with detail-oriented tasks
- Proficient in Microsoft Excel and Word
- Experience in accounting and administrative functions required
- Experience using Microsoft Dynamics AX or similar ERP system preferred

Personal Attributes

- Detail oriented
- Ability to accurately enter data at a quick pace
- Ability to consistently handle a high volume of daily tasks

I acknowledge that I have read my assigned Job Description. I understand and agree to perform these duties and responsibilities as outlined above and affirm by my signature below:

Signature

Date

Printed Name