

Accounts Receivable Administrator-\$14-\$16/hour dependent on experience and qualifications

Responsibilities:

- Ensure accurate and timely invoicing and cash application transactions
- Perform daily deposits
- Apply cash to customer accounts
- Perform daily customer invoicing
- Perform credit checks on new customers
- Distribute pre-defined reports
- Perform weekly, monthly & yearly sales/accounts receivable closing
- Creating AP batches for specific AR related transactions
- Cover reception desk as needed (back up the backup)
- Enter credit memos

- Essential Job Functions:
 - Perform and maintain records of cash deposits and customer invoicing
 - Set Up/Maintain A/R Customer Accounts
 - Accurately record cash receipts
 - Key data with high level of accuracy
 - Maintain regular attendance
 - Fill for receptionist
 - Work with sales to resolve collection issues
 - Process brokerage payments
 - Perform daily AS400 functions (open/close/backup)

- Additional Job Functions:
 - Provide clerical and administrative support as necessary
 - Function as a team member
 - Cross/Train Back up for Recall Process
 - Possess a self-motivated & detail oriented approach towards work
 - Possess strong problem solving skills
 - Maintain a positive work atmosphere by acting and communicating in a manner so that you will get along with coworkers
 - Perform other job duties as assigned