



JOB DESCRIPTION

POSITION TITLE: Accounts Receivable

DEPARTMENT: Accounting

REPORTS TO: Controller

Position Summary

Reporting to the **Controller**, the Accounts Receivable position is responsible for all revenue related accounting functions of the company. The position is responsible for processing accounts receivable and invoicing transactions for the company. The position is responsible for all collections from customers required by the company.

Duties and Responsibilities

- Daily transactions such as cash receipts, invoicing, and collections
- Responding to customer inquiries and maintaining good customer relations
- Collection of invoices in a timely, efficient manner
- Upkeep of credit policy and ensuring customers are within the credit policy
- Invoicing customers on a timely basis (shared responsibility with Sales Administration)
- Assisting Controller with all duties as required for the month/year-end process
- Assisting other accounting staff with issues as they arise
- Adhere to all company policies and procedures
- Other duties will be assigned as required

Experience and Qualifications:

- Minimum 3 years experience in accounts receivable

Skills, Knowledge and Abilities

- Strong oral and written communication skills
- Strong Analytical ability
- Strong organizational and time-management skills
- Strong interpersonal skills; able to work independently and as a part of a team
- Ability to deal tactfully & efficiently with customers and sales personnel
- Demonstrated knowledge of Microsoft Office and varied information systems
- Energetic, enthusiastic, resilient, dead-line and results oriented; able to multi-task and problem solve in a fast-growing, high-paced environment