# Accounts Receivable Clerk

FLSA Status: Non-Exempt

# Job Summary:

The Accounts Receivable Clerk will assist in ensuring that the company receives payment for goods and services offered to clients.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
* Creates invoices according to company practices; submits invoices to customers.
* Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
* Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
* Creates reports regarding the current status of customer accounts as requested.
* Researches customer discrepancies and past-due amounts with the assistance of the Collections Manager and other staff.
* Collaborates with the Collections Supervisor to reconcile accounts receivable on a periodic (at least bimonthly) basis.
* Assists in generating monthly billing statements based on the general ledger.
* Assists Accounting Manager in reconciling revenue accounts each month.
* Copies, files, and retrieves materials for accounts receivable as needed.
* Relays changes of information to appropriate employees.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
* Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
* Ability to work independently and in a fast-paced environment.
* Ability to anticipate work needs and interact professionally with customers.
* Excellent organizational skills and attention to detail.

## Education and Experience:

* High school diploma or equivalent required; Associate’s or Bachelor’s degree in Accounting preferred.
* At least two years of related experience required.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.