

ACCOUNTS RECEIVABLE CLERK JOB DESCRIPTION

Reports To: CFO/ Team Lead

Classification: Exempt

Summary/Objective. An Accounts Receivable Clerk compiles and maintains accounts receivable records. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed.

Essential Functions. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Received and enters expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions.
- Updates receivables by totaling unpaid invoices.
- Maintains record of invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by compiling and filing documents.
- Maintains the confidentiality of all company and financial information.
- Complies with all regulatory requirements.
- Understands, follows and stays current on all policies and procedures in the Employee Handbook.
- Keeps job knowledge current by participating in educational opportunities; reading professional publications; maintaining personal networks and participating in professional organizations.
- Follows instructions and responds to management direction.

- Identifies and communicates areas of improvement regarding operations to management.
- Performs other tasks, duties, or projects as assigned by management.
- Performs all essential functions by being physically present at the worksite on a full-time basis.

Competencies.

- Ability to comprehend and write instructions, correspondence and memos with proper punctuation, spelling and grammar.
- Excellent verbal and interpersonal skills.
- Knowledge of accounting processes.
- Ability to deliver superior internal and external customer service.
- Highly organized with strong attention to detail.
- Ability to multi-task.
- Ability to consistently meet deadlines, demonstrate strong follow-through and to follow all regulatory and company procedures.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to type at least 45 words per minute.

Supervisory Responsibility. This position has no supervisory responsibilities.

Work Environment. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopies, filing cabinets and fax machines.

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. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day. The employee must frequently lift or move items up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work. This is a full-time, 40 hour per week, position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience:

- High School diploma/GED
- 1 year of related experience.

- Knowledge of accounting processes.

Preferred Education and Experience:

- 2 years equivalent work experience.
- Microsoft Office

Equal Employment Opportunity Statement:

- AllFirst, LLC & Affiliates and its subsidiaries are committed to providing equal employment opportunity and will make employment decisions without regard to race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability or any other characteristic protected under applicable laws and regulations.

Other Duties. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EMPLOYEE REVIEW AND ACKNOWLEDGMENT: I acknowledge that I have read this Job Description, and I understand what is expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. **I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.**

Employee Name (printed): _____

Employee Signature: _____

Date: _____