

JOB TITLE: ACCOUNTS RECEIVABLE CLERK

JOB DESCRIPTION:

The Accounts Receivable Clerk will be responsible for assisting the Accounting Manager in various accounting activities. This position reports directly to the Accounting Manager.

JOB DUTIES AND RESPONSIBILITIES:

Accounts Receivable

- Process all incoming check images from the lockbox
- Process daily deposit
- Enter checks into Navision
- Print and reconcile accounts receivable reports
- Maintain company credit hold list by making collection calls, faxing statements, copying invoices, and notifying all relevant personnel of changes in the list
- Process new customer credit references
- Match up incoming invoices to non-inventory purchase orders, approve, and give to accounts payable

Operator

- Route calls to appropriate employees if a caller selects the “operator” option
- Answer any overflow Customer Service calls (if a Customer Service Representative is not available)

Administrative Assistant

- Filing for the Purchasing department
- Process Michaels’ EDI invoicing
- Maintain files

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent organizational skills with attention to detail
- Computer skills – proficient in Microsoft Office applications and Outlook
- Effective communication/comprehension skills - verbal and written
- Math Skills - Ability to add, subtract, multiply, and divide in all units of measure
- Basic typing and number pad data entry skills
- Ability to function independently and multi-task

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Minimum of an Associates Degree in Accounting/Finance, a Bachelors Degree in Accounting/Finance is preferred

Minimum of 2 years experience in an Accounting related position

Minimum of 2 years experience in a Sales driven Customer Service organization