



Accounts Receivable Clerk

Job Scope

Become an integral part of our finance team as an Accounts Receivable Clerk, where your attention to detail and organizational skills will contribute to the accuracy and efficiency of our accounts receivable processes. As an Accounts Receivable Clerk, you will be crucial in managing customer invoicing, tracking payments, and ensuring the timely and accurate recording of financial transactions. Join us in maintaining strong customer relationships and supporting the financial health of our organization.

Responsibilities

- Accurately apply incoming cash receipts accordingly.
Maintain communication with Account Managers, Credit Department, and Branches regarding incoming receipts.
Deposit all incoming receipts received at corporate in the local bank via RDC.
Input all incoming receipts received at branch locations and send them to corporate
Generate and issue customer invoices accurately and promptly.
Verify that invoices comply with company policies and customer contractual agreements.
Monitor and record customer payments, applying them accurately to customer accounts.
Follow up on overdue payments and coordinate with customers to resolve outstanding issues.
Reconcile customer accounts regularly to ensure accurate and up-to-date records.
Investigate and resolve discrepancies or issues related to customer accounts.
Communicate effectively with customers regarding billing inquiries, discrepancies, and payment-related matters.
Provide necessary documentation and support to assist customers in resolving payment issues
Assist in assessing the creditworthiness of new customers and setting credit limits.
Collaborate with the credit control team to minimize the risk of bad debt.
Generate and analyze accounts receivable reports for management review.
Contribute to financial reporting related to accounts receivable.
Maintain organized and accurate records of customer transactions and interactions.
Ensure all documentation is filed and stored securely.
Accurately apply cash receipts to customer accounts and reconcile discrepancies.
Provide support during internal and external audits related to accounts receivable.
Identify opportunities for process improvement within the accounts receivable function.
Work collaboratively with the finance team to implement enhancements and increase efficiency.
Undertake additional tasks and projects as the Accounts Receivable Supervisor or Finance Manager assigns.

Requirements

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



- High School Diploma with 1-2 years experience in accounting, A/R or A/P.
Must be able to type 55-60 WPM with excellent 10-key data entry skills.
Excellent Microsoft Excel skills.
Must have a valid driver's license.
Must be able to report to the Corporate Office located in South Austin.
Must be able to pass a drug and background screen.
Ability to multitask while staying organized. Strong attention to detail.

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