

ACCOUNTS RECEIVABLE SPECIALIST I

Contact: Human Resources

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JOB SUMMARY:

The Accounts Receivable Specialist I position is responsible for the quality of accounts receivable and for operating accounts receivable systems to provide meaningful, accurate, and timely accounting and management information. The position works with minimal supervision and communicates effectively across the organization and assists departments with invoicing and customer account questions.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance and availability to work outside of the standard shift hours as needed:

	% of Total Time
• Monitor customer accounts and make collection calls, send collection letters, setup payment plans and track customer collection status.	35%
• Prepare daily parts and service invoices and distribute to customers. Review terms of customer service parts orders that were processed and address issues as needed.	15%
• Post daily check, ACH, wire and credit card payments. Apply payments and credit memos to open invoices on the customer accounts.	15%
• Communicate with customers via phone, mail or e-mail to address customer account or invoice questions.	10%
• Process credit card and ACH payments for customers. Coordinate wire transactions for customer payments.	5%
• Assist Customer Service with customer account questions.	5%
• Review customer credit terms requests, coordinate the receipt of credit references and provide recommendations on issuing terms.	5%
• Prepare monthly AR reports and participate in the monthly AR meeting.	5%
• Complete month-end close activities which include closing the AR ledger, distributing customer statements and other tasks.	5%

OTHER DUTIES (non-essential):

- Support the annual audit by preparing work papers at fiscal year-end and work directly with the auditors on the AR related portions of the audit.
- Assist Accounts Payable as needed.
- Perform other work-related duties as assigned.

EDUCATION AND EXPERIENCE QUALIFICATION REQUIREMENTS:

Education Associate's Degree in Accounting or related field

Experience A minimum of 2-3 years related experience or the equivalent of education and experience

PREFERRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Experience in a manufacturing environment
- Experience with general ledgers and general accounting procedures

Computer Skills

- Working knowledge of email systems and JDE

PHYSICAL AND MENTAL DEMANDS:

The physical and mental requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Language Ability

- Ability to write routine reports and correspondence
- Ability to speak effectively with customers or associates of the organization

Math Ability

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to calculate figures and amounts such as discounts and interest

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to confidentially handle various information

Physical Demands

- Frequently sitting for the duration of shift
- Frequently required to use hands to finger, handle or feel; reach with hands and arms; talk and hear
- Occasionally required to walk, sit and climb or balance
- Occasionally required to stand, stoop, kneel, crouch or crawl
- Occasionally lifting up to 50 lbs
- Specific vision abilities required include color vision, close vision, distance vision and ability to adjust focus; peripheral vision and depth perception are also required

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an associate encounters while performing the primary functions of this job.

- Office environment with occasional interaction with shop/warehouse environment
- The noise level in the work environment is usually low
- Occasionally wet or humid conditions; outdoor weather conditions

SAFETY AND ERGONOMIC REQUIREMENTS:

- Must practice safe work practices at all times and report any unsafe conditions immediately
- Follow all personal dress requirements according to the established dress code and safety requirements
- Attend and participate in all required safety trainings