



Accounts Receivable Clerk Job Description

Seeking an experienced Accounts Receivable Clerk responsible for ensuring all incoming revenue is properly received and recorded in our accounting system in a confidential and timely manner. Knowledge of Microsoft Dynamics Great Plains accounting software is a plus.

Essential Job Functions:

- Manage accounts receivable and record and post all incoming revenue in a timely manner
- Process and monitor incoming payments; verify and post receipts; make sure all payments are posted properly
- Provide financial and administrative services to ensure accurate and efficient accounts receivable collection
- Collaborate with team members to resolve and respond to customer account discrepancies
- Reconcile the accounts receivable ledger
- Assist in preparing detailed accounts receivable reports and analyzing the data

Requirements & Qualifications:

- 3-5 years of Account Receivable or related experience and a very good understanding of basic accounting principles.
- Some college level coursework in Accounting; Associates Degree preferred.
- Ability to calculate, post and manage accounting data in a timely manner
- Proficient data entry skills
- Strong mathematical skills with good attention to detail
- Proficient in Microsoft Office products, especially Excel
- Ability to prioritize work assignments, multi-task, maintain effective time management and meet deadlines
- Good problem-solving, interpersonal and communication skills