



Position: Accounts Receivable Clerk

Reporting Position:

Classification: Hourly Full Time

Working Hours:

Primary Responsibility: The main purpose an Accounts Receivable Clerk to perform clerical duties and ensure accuracy of financial records. The successful candidate will be responsible for invoicing customers, ensuring prompt payment on invoices interacting with Leader and Supervisors.

The focus of this job is on producing high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent work output is essential requiring patience and a willingness to handle and complete one task at a time. This position is designed to develop a valued technical expert, who can deliver quality work on a consistent basis.

Summary of Job Duties:

- Invoice Customers Daily
- Process Payments
- Scanning/Filing
- Post daily deposits
- Process incoming mail
- Effectively identify and resolve customer issues preventing timely payment
- Interact with customers & management/supervisors to resolve outstanding issues
- Review customer accounts and apply credit policy
- Engage management over any AR problems encountered
- Understand customer objectives and requirements
- Maintain orderly and complete detailed documentation on all accounts and collection efforts
- Maintain professional working relationships with customers, clients and coworkers
- 2+ years' experience in Accounts Receivable
- Proficient with MS Office (emphasis on Excel & Adobe)
- Familiarity with accounting software programs. NetSuite knowledge helpful.
- Possess excellent attention to detail.
- Customer Service
- Self-motivated and adaptable to coaching environment
- Ability to speak effectively with customers, clients and employees of the organization
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

Education, Experience & Skills Required:

Good organizational and verbal skills. Ability to use logical or rational thinking to resolve issues. Ability to perform basic mathematical skills, monitor and develop subordinates, visually monitor the operation areas. Must be able to read, write and measure product and labels.

Working Conditions

Works primarily indoors but not limited. Exposure to sharp and rapid equipment movement, sharp utensils & materials, harmful chemicals and or solvents if proper safety procedures are not followed. Use caution and stay clear of being exposed to possible flying glass brake.

This job description does not imply that the above are the only responsibilities assigned to this position. Employees holding this position will be required to perform any on the job-related duties as requested. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

SAFETY

The safety of our employees is our #1 priority, it is mandatory to wear PPE when working in this area: Safety Gloves, Safety Glasses, Safety Jackets, Leather Aprons, Regular long Pants “Jeans”, Steel toe shoes; Hard hat when needed.

I have read and understand all of the above. I have reviewed the principle duties for which I am responsible, as well as the minimum requirements of this position. I understand that this document does not create an employment contract and that I am employed based on an “at will” basis.

Employee Signature _____ **Date** _____

Reviewed by Production Manager _____ **Date** _____

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.

Quality Enclosures is an EOE / Drug-Free Workplace

Overtime may be Required