



Accounts Receivable/Office Assistant

Location: McMinnville
Department: MCADM
Reports To: Accounting Supervisor
FLSA Status: Non-Exempt
Updated Date: November 12, 2018

SUMMARY

Responsible for activities and operations in the accounts receivable function for the organization. Processes invoices/statements and sends follow-up inquiries regarding payments for the organization. Negotiates with past due accounts, maintains cash receipts and refers accounts to collection agencies as necessary. Resolves all payment issues in a timely manner. Maintains and updates accurate financial records.

Performs various office administrative support duties, including managing cell and office phone systems, handling mail, bank deposit functions, answering phones, ordering office supplies, managing filing, and word processing. Operates office equipment and refills supplies as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains punctual, regular and predictable attendance.
2. Works collaboratively in a team environment with a spirit of cooperation.
3. Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with customers and other associates.
4. Demonstrated ability to communicate effectively and remain calm and courteous under pressure.
5. Respectfully takes direction from supervisor.
6. Other Duties as assigned.

Accounts Receivable

1. Invoice Tracking - Ensure that all invoices are filed promptly and correctly for easy retrieval access when necessary.
2. Cash receipt entries - Enter cash receipts insuring payments are applied correctly.
3. Customer service - Take all calls related to customer accounts working to resolve all issues in an amicable way.
4. Credit Applications - Process all credit applications in a professional and timely manner. Enter and update customer information into all systems keeping accurate records.
5. Collections - Perform collection calls as needed. Submit non-paying customers to collections when necessary.
6. Generate monthly A/R Report and charts – distribute to management.
7. Ensure timely generation of statements/invoice creation and delivery via email and postal service.

Office Administration Duties

1. Primary receptionist (w/secondary support team)
 - a. Operate a multi-line receptionist phone
 - b. Take calls and direct the caller to the appropriate person/department and/or take messages.
2. Manage cell & office phones (physical and process)
3. Cover other administrative duties within the Admin Department when necessary
4. Account Reconciliations
 - a. Daily Cash Reconciliations
 - b. Reconcile general ledger accounts as assigned
 - c. Journal entries

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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 and/or EXPERIENCE

Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Level 3: Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When performing the duties of this job, the associate may frequently be required to talk or hear, sit, use hands to finger, handle or feel, reach with hands or arms. The associate may regularly walk, sit and reach with hands or arms. The associate may occasionally stand, walk or stoop, kneel or crawl and lift up to 10 pounds.

The associate must have good vision, described as close vision (clear vision at 20 inches or less).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in this work environment is usually moderate.