

Job Title:	Accounts Receivable Specialist	FLSA Classification:	Non-exempt
Department:	Accounting	Reports To:	Comptroller

Job Summary:

The Accounts Receivable Specialist coordinates the input of incoming cash flow into the financial system, verifies accuracy of data, prepares analysis and reports, and communicates customers to secure delinquent payments.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Applies customer payments accurately to their account.
- Research discrepancies, unapplied payments, sales refunds, tax credits, and adjustments on customer's accounts.
- Handle customer inquiries via phone, email, and fax.
- Reviews customer accounts monthly.
- Assists in processing Credit Applications from customers including determining their credit limit.
- Makes collection calls on past due accounts.
- Handles all paperwork required from customers including liens and waivers.
- Provides credit information to sales personnel when requested.
- Prepares daily deposit and processes electronic bank remittances and positive pay transactions.
- Communicates with team members, managers and field staff to obtain problem resolution, adding value to all interactions.
- Research and keep up to date on NYS sales tax law as they pertain to MQB and their customers.
- Performs other basic clerical duties associated with accounts receivable.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualification Standards:

- High school diploma or GED required, advanced degree in accounting or related function preferred
- Minimum of 3 years of full-cycle accounts receivable experience
- Previous experience in collections and in day-to-day general ledger functions is preferred

Knowledge, Skills, and Abilities:

- Must have full-cycle A/R experience and must have the ability to function well in a high-volume setting.
- Ability to work independently with minimum direction.
- Strong analytical and problem solving skills.
- Must have knowledge of basic finance, math and reading skills.
- Ability to gather data, compile information, and prepare routine paperwork and reports
- Strong analytical ability to gather and summarize data, finds solutions to various administrative problems, and prioritizes work.
- This position is usually the Notary for the company.

Equipment, Machines and Software Used:

This position requires the regular use of a computer, printer, photocopier, telephone, fax machine, scanner, calculator, adding machine, postage meter and cash register.

Computer Software: Microsoft Outlook or Express, Word, Excel, Adobe Acrobat, and P21 experience necessary.

Mental and Physical Requirements:

- Close mental and visual attention required. May include significant use of a computer terminal for data entry.
- The employee is regularly required to sit for extended period of time, stand, walk, talk, hear, use hands to finger, grasp, handle, and perform repetitive motions. The individual is occasionally required to push, pull, reach, climb, stoop, kneel, and crouch.
- No or very limited physical effort required.

Environmental Conditions:

Work is performed in a typical office environment where there is no substantial exposure to adverse environmental conditions.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	

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