

Accounts Receivable Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$24.70 to \$28.60 hourly
Employment status: Contract / Temporary

Description

AR Specialist

- full cycle AR duties
- processing and posting cash, checks and ACH payments received in the night depository or bill paying service
- reviews lock box items
- prepares daily cash reconciliation report
- maintains the direct debit program (ensuring accurate setup of customer bank info)
- prepares and delivers the daily bank deposit
- reviews daily cash receipts clarification report
- research and correction of customer payment issues
- maintains AR files and other admin functions

-2+ years of experience, basic accounting knowledge, strong organizational skills, communication and attention to detail

Software- Microsoft Office a must, SAP preferred

Requirements

Accounts Receivable (AR), Cash Deposits, Check Deposit, Check Deposit, Cash Reconciliations, Bank Deposit, Daily Cash Receipts, Maintain Files, Microsoft Office Suites, SAP

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This Job Posting will expire in 10 days.