

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/21/2024



94545
Hayward, CA, 94545

Accounts Receivable Supervisor/Manager

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: \$30.09 to \$34.84 hourly

Employment status: Contract / Temporary to Hire

Description

A growing service company has an excellent opportunity for an Accounts Receivable (A/R) detail oriented. In this position, you will enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L. If you are looking for a company that offers great career growth potential and an impressive benefits package, this could be a great match for you. You will begin as a contract / temporary employee with the opportunity for conversion into a permanent position. The team is rapidly growing and needs a self-starter to join the accounting team!

- Support Accounts Receivable: process daily invoices/credit, apply cash receipt, help with collection of past due balance
- Process payments and compiling segments of monthly closings and annual reports
- Support, communicate, reinforce and defend the mission, values and culture of the organization
- Provides information as requested to shippers, customers, the sales/marketing department and other stake holder
- Collections: contact existing clients to help resolve payment issues; assist in setting up payment plans

Requirements

Collections - Commercial, Account Management, Aging Reports, SAP, Billing, Billing Collection, Billing Statements

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