



JOB DESCRIPTION

ACCOUNTS RECEIVABLE ANALYST

QUALIFICATIONS

Education:

- College Diploma in Accounting or related field

Experience & Skills:

- 5-7 years of Accounts Receivable experience
- Familiarity and experience working with large retail customer portals (i.e. Retail Link)
- Attention to detail and understanding of key practices/principles as they relate to A/R
- Excellent analytical skills and ability to problem solve
- Detail oriented
- Excellent organizational skills and ability to work independently and multi-task within a fast-paced environment and high volume transactions/paperwork
- Excellent communication skills (verbal and written)
- Ability to work within a team environment
- Proficient in MS Office (Word/Excel and Outlook) and accounting related software

PRINCIPAL RESPONSIBILITIES

1. Verify, post, and send out invoices (daily).
2. Account reconciliation on major customer accounts and investigate discrepancies.
3. Process cash receipts and reconcile variances between funds received and customer remittances.
4. Document and track collections activity.
5. Generate weekly A/R reports and review of aging with Controller.
6. Facilitate collections on accounts by sending statements/contacting customers.
7. Work closely with and partner with various departments (i.e. Sales and Operations) and internal employees to solve billing issues.
8. General filing duties and other administrative and/or clerical tasks as required.
9. Other responsibilities as required by the Controller or CFO.