Pro Food Systems, Inc.

PFSbrands.com

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ACCOUNTS RECEIVABLE

Reports to: Accounting Manager

FLSA Status: Non-Exempt

SUMMARY: Position will be responsible for all aspects of Accounts Receivable including posting and balancing monies received daily, processing ACH payments from customers, accepting credit card payments and notifying customers of ACH payments processed. Position will be responsible for maintaining the Accounts Receivable ledger and managing all customer accounts with past due balances, collections on those accounts and reporting to management regarding past due accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconcile and post monies received daily, make bank deposits via e-deposit on a daily basis, process ACH for customers as required and send notifications, process credit card payments as requested.
- Maintain customer's account information.
- Maintain Accounts Receivable ledger and resolve all past due and open invoices with customers.
- Research and resolve all payment discrepancies.
- Prepare, explain and distribute past due Accounts Receivable reports to management.
- Approve and issue credit overrides for customers as required.
- Process billings daily, weekly, and reconcile bills on a monthly basis.
- Maintain bank register on daily basis.
- Cross train with and assist Accounts Payable position as needed
- Perform all duties and assist all departments as needed.

QUALIFICATIONS:

Success in this position requires a self-motivated, energetic team player, who excels in a fast-paced environment. If you possess these attributes with the following skills please apply:
- 3+ years Accounts Receivable or general accounting experience OR
- BS/BA in Accounting, Business, or Finance
- Excellent communication (verbal & written)
- Strong customer service orientation
- Ability to quickly process information and make decisions
- Excellent time-management with the ability to multi-task while staying organized
- Detail-oriented and excellent follow through
- Computer literate: Word, Excel, Outlook, computerized Accounting Systems