

ACCOUNTING CLERK – A/R

JOB SUMMARY:

The Accounting Clerk performs accounts receivable duties as assigned and in accordance with company procedures. The responsibilities associated with this job will change from time to time in accordance with the company's business needs. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The job functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Applies daily cash receipts for Patch Products and Patch Canada.
- Investigates short payments.
- Processes credit memos.
- Enters credit card transactions into electronic terminal.
- Verify credit card transaction amounts on bank statements.
- Performs invoicing for Patch Canada.
- Enters new customer information.
- Sets customer credit limits by checking credit references and reviewing D&B report.
- Reciprocates credit information with others in the industry.
- Maintains customer files including salesman, customer type, price codes, terms code, and alternate addresses.
- Performs collection calls on overdue accounts.
- Prepares monthly Commissions Payable schedule.
- Prepares month-end schedules for Controller (Daycare Report, Fuel Report, Heating & Electricity spreadsheet).

Back up function for the following responsibilities:

- Processes customer checks received in mail.
- Scans daily bank deposits.
- Receives and sends Electronic Data Interchange (EDI) documents using translator software program.
- Exports and integrates EDI documents into accounting software program.
- Processes daily EDI invoicing.
- Selects orders for invoicing.
- Prints invoices and posts daily activity.
- Compiles shipping information and computes freight totals for invoice entry.
- Downloads Walmart Canada EDI purchase orders.
- Mailroom duties such as sorting incoming mail and stamping outgoing mail.

ADDITIONAL RESPONSIBILITIES:

- Ability to work in a team environment

- Ability to work independently with minimal supervision
- Ability to prioritize work and contribute where needed.
- Performs other duties that may be assigned.

QUALIFICATIONS:

- High school diploma with business education
- Accounting experience in an office environment preferred
- Computer skills in spreadsheet applications
- Valid driver's license

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondence. Ability to communicate effectively with all levels of people.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems. Ability to work under pressure to meet deadlines.

OTHER QUALIFICATIONS:

- Ability to operate various office equipment to include a computer, multi-line telephone system, printers, 10-key calculator, copier, and FAX machine.
- Regular attendance at work location

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is frequently required to talk and hear; use hand to finger; handle or touch objects, tools, or controls. Occasionally the employee is required to stand, walk, bend over, crouch, kneel, reach above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and close vision, peripheral vision, depth perception and the ability to adjust focus. We require that the employee be physically present at the work site to effectively perform this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee has limited exposure to moving mechanical parts. The noise level in the work environment is usually moderate.

EOE