



TBEI Lake Crystal MN

Job Description: **Accounts Receivable, Credit & Collections**

- Job Summary: Responsible for meeting customer needs by:
- Setting up and maintaining corporate credit and collections
 - Monitoring and administering customer accounts
 - Performing Accounts Receivable functions
 - Collecting delinquent accounts and finance charges
 - Responding to credit reference requests
 - Completing data entry and analysis on a timely basis
 - Compiling, sorting, and filing documents
 - Verifying and posting business transactions
 - Recognizing and investigating discrepancies
 - Other duties as assigned

Tools Used: Computer, software, calculator, printers, Internet, integrated business software, Office (Outlook, Excel, and Word), and telephone

Environment: Office area

Job Requirements:

1. Two years applicable education or equivalent experience.
2. Experience in Accounts Receivable functions and working knowledge of accounting principles.
3. Reasoning, independent decision-making, and the ability to see situations from a variety of viewpoints (customers, managers, co-workers, etc.)
4. Ability to establish and maintain a good relationship with sales personnel, customers and co-workers.
5. Ability to work with the multiple business operating system and personal computers.
6. Ability to make timely collections for the company while maintaining a positive company image.
7. Good oral and written communication skills.
8. Ability to attend and participate in required company meetings.
9. Ability to identify, locate, and accurately report discrepancies.
10. Must be a team player to work with other departments or facilities to achieve company goals.

Ability to perform work outside of accounts receivable responsibilities

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Date