



COME JOIN OUR TEAM!

Insta Graphic Systems is looking for an Accounting Receivable Specialist to join our team. The Accounts Receivable Specialist is responsible for billing customers and collecting on delinquent accounts, receiving payment, preparing the bank deposit and posting the amount to the customer's account.

What you'll do:

- Notify customers of delinquent accounts by email or telephone to solicit payments. Collect payment for walk in and will call customers
- Record cash receipts and application of adjustments to customer accounts and prepare bank deposits.
- Process credit card transactions and documentation
- Invoices orders upon shipping, and post invoices to the general ledger.
- Process web store orders; assist in processing service orders and monitors orders for accurate invoicing of sales tax.
- Complete new customer set up in computer system.
- Conduct pre-sale credit risk evaluations and use sound judgment in recommending credit lines and determine whether holding or releasing shipments in relation to outstanding accounts is justifiable.
- Work closely with sales operations to ensure credit and collection guidelines are adhered to and quickly resolve issues
- Research and reconcile remittance to AR balances efficiently.
- Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service and the AR Credit & Collections process and reduce collection cycle times (DSO).
- Protects organization's value by keeping information confidential.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

- Review and interpret customer financial information and make recommendation of appropriate customer credit lines. Communicate with Sales regarding credit decisions.
- Work within the Company's credit policy, recommending changes as necessary to support sales growth and process improvement while limiting risk.
- Work with other departments to resolve and collect payment for disputed charges.
- Manage collection activities such as sending follow-up inquiries, negotiating with past due accounts, keeping track of cash receipts and recommending accounts to collection agencies.
- Operate office machines, such as 10-key calculators, photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Performs other duties as required to support Accounting Department

Accountabilities

- Is accountable for accurate and timely entry of accounting transactions
- Is accountable for reconciliation of customer accounts
- Is accountable for DSO

Who you are:

EDUCATION, EXPERIENCE, AND COMPETENCIES

Education: Bachelor Degree in Accounting

Experience: A minimum of 3 years of accounts receivable experience

Core Competencies:

- Strong ability to use computer applications such as accounting software and spreadsheets applications.
- Ability to give full attention to what other people are saying, taking the time to understand the points being made, asking questions as appropriate, and not interrupting.
- Excellent written and verbal communications skills; strong organizational skills; must be detailed oriented
- Ability to work effectively as a team member and multitask in a fast paced environment and meet deadlines
- Ability to have effective communication, organization, interpersonal and team building skills and be able to manage/prioritize multiple accounts in a rapidly changing environment.

- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to work with customers located in both US and foreign countries and be able to clearly communicate via email, telephone call, and face to face meetings.
- Must be a goal-oriented self-starter working with minimum supervision.

Personal Characteristics:

- Be aware of others' reactions and understanding why they react as they do.
- Actively looking for ways to help other team members
- Bringing people together and trying to reconcile differences
- Well-developed interpersonal skills. Ability to get along well with diverse personalities – tactful – mature – flexible.
- Open to change and willing to learn new skills
- Effective communication, interpersonal and team building skills.
- Quick learner and drive for continuous improvement.
- Results driven; relentlessly pursue for success.

Other:

- Physical and Environmental Requirements: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms, stoop and kneel. The employee must occasionally lift and/or move up to 25 pounds.
- Work environment includes front-office and manufacturing. The noise level in the work environment is usually moderate.

What we offer:

- Competitive salary
- Comprehensive benefits package including: medical, dental and vision
- 401K Plan
- Paid time off and holidays

Disclaimer: This job description is not intended to be all-inclusive, and employees will also perform other duties as assigned by management as required.

Company reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

INSTA Graphic Systems is an Equal Opportunity Employer. M/F/D/V