

Accounts Receivable Clerk

Finance and collection professionals: here's a great opportunity for you to build a rewarding long-term career with a dynamic, growing company. REI is a property preservation company. We are currently seeking top candidates to become our Full Time Accounts Receivable Clerk with accounting experience. This position focuses on collections, customer service and some bookkeeping. You will need to be an independent problem solver with a strong accounting/finance background as well as the desire to take on more and greater responsibilities. If this sounds like the career move you've been waiting for and if you meet our qualifications, we want to talk with you!

Job Responsibilities

As an Accounts Receivable Clerk, you will perform a variety of duties related to check imports, approved invoice adjustments, running reports, etc.

Your specific duties as an Accounts Receivable Clerk will include:

- Importing of client checks;
- Approve invoice adjustments;
- Prepare and maintain various financial and accounting reports
- Maintain accurate aging reports
- Working in QuickBooks, excel.
- Identify and execute the necessary process adjustments
- Interact with clients and staff to resolve outstanding issues

Requirements

As an Accounts Receivable Clerk, you must be a friendly, outgoing and trustworthy person with a solid accounting and finance background. You must have superior multitasking and prioritization skills as well as strong problem-solving abilities. It is also vital that you display excellent verbal and written communication and interpersonal skills as well as the ability to listen to and assist customers in an empathetic yet professional manner.

Specific qualifications for the Accounts Receivable Clerk role include:

- A minimum of 2-3 years Account Receivable experience
- Minimum 2 years QuickBooks proficiency experience
- Works independently and has strong customer service and problem-solving skills
- Computer proficiency, particularly with MS Word and Excel
- Willingness to learn and desire to grow toward executive role
- Demonstrated management or leadership abilities, a plus
- Multi-Tasking

Benefits (\$per hour)

As an Accounts Receivable Clerk with REI, you will be part of an established and stable company that continues to grow. You will find that we are a tight-knit and supportive organization with easy and regular communication at all levels. Your hard work and professional dedication will be rewarded with competitive salary (\$/hr with some overtime) as well as excellent benefits, including the following:

- **Health insurance**
- **401K**
- **Paid time off**
- **Holidays**