



Position: Accounts Receivable Clerk

Department: Support Service

Reports To: 1. Accounting Manager

Job Type: Full-Time/Year Round

JOB SUMMARY: To perform tasks required for an accurate Accounts Receivable System while working in conjunction with the entire Lurvey's Team.

Duties and Responsibilities:

- Customer set up & maintenance in the NCR Counterpoint System
- Processing Wholesale Purchase Agreements and Credit Applications
- Aid in collections on past due accounts.
- Working with the other A/R Team Member on a daily basis.
- Assist with processing the monthly billing statements.
- Answering customer questions & addressing customer issues.
- Completing customer waivers.
- Cash Accounting assistance.
- General Office duties including filing, answering telephones, handling routine correspondence, usage of the copy & postage machines, greeting visitors, etc.

Knowledge, Skills and Abilities required:

- Mathematics – Using basic mathematics to solve problems as well as using accounting abilities when necessary and the ability to choose the right methods or formulas to solve a problem.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents and correspondence.
- Time Management – Managing one's own time and the time of others to ensure all work is completed in a timely manner.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Credentials and Experience:

- 1 to 3 years accounts receivable experience is preferred.
- Knowledge of NCR Counterpoint a plus
- MS Word/Excel/Outlook experience (intermediate Excel skills preferred).
- Ability to treat confidential information with sensitivity
- High School diploma or equivalent.



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We offer medical (flex spending included), dental and vision insurance. Other benefits include vacation, sick/personal days and 401k matching.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ *Date* _____