



Loen Nursery, Inc.

ACCOUNT RECIEVABLES

We are looking for a skilled Accounts Receivable Clerk to provide financial, administrative, and clerical services. Accounts receivable duties include ensuring accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts.

Responsibilities

- Process accounts and incoming payments in compliance with financial policies and procedures
- Process monthly statements
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables data.
- Prepare bills, invoices, and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status.
- Calls on overdue accounts.
- Check out credit applications for new customers.

Skills

- Proven working experience as accounts receivable clerk, accounts receivable manager or accountant.
- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers
- Hands-on experience in operating spreadsheets and accounting software
- Proficiency in English and in MS Office
- Customer service orientation and negotiation skills

Qualifications

- High degree of accuracy and attention to detail
- BS degree in Finance, Accounting or Business Administration
- 2-4year accounting degree.
- 10 key calculators

Job Type: Full-time

Benefits

-Paid Vacation, Holidays -Health Insurance, Dental, Vision, OR Saves
<https://loennursery.sharepoint.com/sites/WBShippingOffice/Shared Documents/Advertisement/Account Receivables.docx> 8-12-23

8/12/2023