

Accounts Receivable Admin

Classification: Exempt Full Time (40 hrs)

Basic Function:

As a representative of Solmetex, you will be responsible for providing support to the accounting department. This position is responsible for (but not limited to) ensuring accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts.

KNOWLEDGE AND SKILLS:

Prior principles and practices of accounting is preferred. Familiarity with other general business software, excel spreadsheets, word processing a plus. Intermediate math skills are necessary.

Possible Duties & Responsibilities:

- Process accounts and incoming payments in compliance with financial policies and procedures
- 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 by 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
- Periodic filing & clerical support
- Direct contact with established dealers via phone, fax, and email

KEY COMPETENCIES (Qualifications):

- Excellent attention to detail and ability to multitask.
- Demonstrate a high level of problem-solving skills.
- Proficiency in Excel, Microsoft Office, Outlook
- Ability to work under frequent time pressures
- Ability to adapt easily to change
- Ability to work individually and as part of a team
- Strong Communication and telephone skills