

Accounts Receivable Coordinator / Staff Accountant

Job Title: Accounts Receivable Coordinator / Staff Accountant
Location: Corporate – St. Paul
Department: Accounting

MAJOR JOB RESPONSIBILITIES/OPPORTUNITY

Individual will make routine choices within established procedures. Incumbent will be responsible to accurately and efficiently process Accounts Receivable. Position will be responsible for:

1. Daily cash applications for lock box, charge backs, merchant cards, including reconciling daily totals
2. Daily sales reporting: roll forward of daily sales, cash and Accounts Receivable.
3. Accurate customer payment data entry
4. Follow-up and research cash receipt and credit memo problems
5. Handle customer issues over the phone and follow-up with appropriate areas to ensure resolution of the issue
6. Work with customers to resolve short payments or application issues.
7. Prepare various A/R reports for management
8. Point of contact for Branches and customers
9. Maintain petty cash and administration of corporate credit cards
10. Responsible for maintaining tax exempt certificates and customer setups
11. Responsible for vendor / customer / Midwest certificates of insurance
12. Assisting with sales tax audits and financial statement audits
13. Process freight claims.
14. Cross train on Accounts Payable
15. Preparation of basic general ledger account reconciliations
16. Support general month end close activities and reporting
17. Back up receptionist and other tasks as assigned by management

REQUIRED SKILLS AND EXPERIENCE:

- This position requires a general understanding of accounting principles and 2 -3 years relevant experience in accounts receivable or equivalent.
- Ability to work in a fast paced environment.
- Strong communication and reporting skills.
- Demonstrate a customer service approach for internal and external customers.
- Proficiency in Excel, Word, and Outlook. Candidate must be able to type 50 wpm and have previous 10-key proficiency.
- Basic technical accounting skills (general ledger, account reconciliations)

PROCEDURE: If you are interested in applying for this opportunity and feel you have all or most of the above qualifications, or know any qualified professionals, please contact Cami or the Human Resources Department.

EQUAL OPPORTUNITY EMPLOYER

CALIFORNIA 800.824.2468	COLORADO 800.332.3819	MINNESOTA 800.328.6592	MISSOURI 800.233.3770	NEBRASKA 800.228.3839
OREGON 800.228.0596	UTAH 800.497.6690	WASHINGTON 800.426.4938	WISCONSIN 800.242.7430	