

Hyde Park

PARTNERS

Employment Posting

Job Title	Accounts Receivable Specialist	
Location	Charlotte, NC	
Division/Dept.	Accounting (9036)	
Reports to	Assistant Controller	
Type of position:	Hours <u>40 hrs./</u> week	Notes:
<input checked="" type="checkbox"/> Full-time w/benefits <input type="checkbox"/> Temp Full-time w/o benefits	<input type="checkbox"/> Exempt	
<input type="checkbox"/> Part-time w/o benefits <input type="checkbox"/> Temp Part-time w/o benefits	<input checked="" type="checkbox"/> Nonexempt	

GENERAL DESCRIPTION

As a member of the Accounting Team, the Accounts Receivable Specialist's focus is providing support to the department primarily as it relates to Accounts Receivable and Switchboard Relief.

Primary responsibilities include but are not limited to:

- Applying all payments to customer accounts accurately in a timely manner
- Posting credit card transactions and maintaining supporting spreadsheets to assist in bank reconciliations as well as a backup to running customer credit cards as needed. You will work closely with associates at the stores to ensure all information is received in order to properly apply/record this information.
- Make discretionary order-release decisions by reviewing customers credit information
- Assist with new customer setups by reviewing credit information for customers interested in paying on credit
- Complete all customer requests for information
- Responsible for the update of all customer accounts so that all files are current with accurate information
- Prepare billing summaries for select customers
- Providing monthly statements to all customers to ensure that payments are received in a timely manner.
- Responsible for completing remote deposits to the bank
- Complete sales tax credits as requested
- Scanning of all documents to ensure that all appropriate backup is available on the system

OTHER DUTIES

- Cover the front desk, answering calls, and greeting people during all breaks and lunch hours daily.
- Serves as an Accounting back-up
- Assist with the details of any audits the department may be responsible for
- HR Testing back-end and Administrative Assistance
- Maintain a professional working relationship with Associates and Customers

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- Minimum education required Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Skills/Competencies (Examples)

- A keen attention to detail with strong organizational skills
- Ability to work independently and manage multiple tasks
- Excellent written and verbal communication skills
- Committed team player with caring attitude

Language Ability

• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Math Ability:

• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

• To perform this job successfully, an individual should have knowledge of and be proficient in Microsoft Office and Excel.

Supervisory Responsibilities:

• This job has no supervisory responsibilities.

Work Environment:

• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The noise level in the work environment is usually moderate.

Physical Demands:

• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duty of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk as well as be able to speak and hear. An employee would need to be able to have the ability to have clear vision at 20 inches or less.