

## **JOB DESCRIPTION: ACCOUNTS RECEIVABLE SPECIALIST**

### **ROLE PURPOSE**

The Accounts Receivable Specialist reports to the Controller and Chief Financial Officer. Responsible for the accounts receivable portion of the balance sheet.

### **DUTIES AND RESPONSIBILITIES**

- Invoice all shipments and post all cash receipts, discounts, allowances, price difference, returns and other charge backs to customer accounts timely and accurately. The expectation is that invoicing and postings occur the same day or next day.
- Transmit invoices to trading partners through integrated EDI platform timely and accurately.
- Maintaining thorough, well organized accounts receivable customer files by customer.
- Research and negotiate chargeback claims.
- Track and investigate deductions (charge backs) from customer payments. Must verify with department managers to make sure we are being charged correctly for the chargeback. Need to dispute and negotiate if there is any discrepancy with chargeback.
- Process, transmit and run credit card transactions for applicable customer sales and refunds.
- Investigate and respond back on a timely basis to merchant services disputes regarding chargebacks for web sales with supporting documents such as proof of delivery and copies of invoices to ensure there are no inaccurate deductions taken out from merchants.
- Process Credit Memos for any adjustment such as shortage, price discrepancy, promotional and OOPS discounts, returns, damage items credit, duplicate invoices, and missing shipment. Ensure we don't over credit the customer by checking the supporting documents and back-up.
- Process Debit Memos to invoice or re-invoice for any adjustment on restocking fees and correction to original invoice.
- Ensure and maintain returns (RA) being processed in warehouse and make sure the chargeback amount does not exceed the total authorized amount. Confirm, verify and notify sales manager and customer if there is any discrepancy with RA so that RA equals the chargeback amount.
- After warehouse generates the receiving reports on RMA, run the credit memos in the sales order module and make sure the credit amount is reflected on customer's account. Track credit memos tying them together with the chargeback deductions that are taken from customer payments.
- Perform other accounting duties as requested.

### **SKILLS AND COMPETENCIES**

- Proficient in QuickBooks Enterprise.
- Proficient in Microsoft Office (Word, Power Point, especially Excel).
- Excellent analytical and problem-solving skills.
- Ability to demonstrate attention to details and good record-keeping.
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment.
- Excellent communications skills.

- Must be motivated self-starter with excellent interpersonal skills.

**QUALIFICATIONS:**

- Associate' Degree in Accounting required; Bachelor's Degree in Accounting preferred.
- 2 years of accounts receivable and general accounting experience required.

**HOW TO APPLY:**

Please send a resume and cover letter, outlining how your skills and experience meet the requirements for the position.

Compensation is competitive based on background and experiences. Safe-T-Shade, LLC. is an equal opportunity employer.