

Accounts Receivable Clerk

We are looking for a skilled Accounts Receivable Clerk to join our growing Ronkonkoma team and to perform a variety of Accounts Receivable tasks.

A successful Accounting Receivable Clerk should be familiar with all accounting procedures and have a flair for numbers and will ensure that the company's daily accounting functions run accurately and effectively.

Under the supervision of the Accounts Receivable Supervisor, your main responsibilities will be:

- Management of the accounts receivables for the US entity
- Releasing of daily customers orders
- Reconciliation of customers accounts and credit cards
- Provide accounting and clerical support to the accounting department
- Produce various daily reports
- Follow up on invoices and statements with clients (collection calls or emails)
- Prepare deposits and make deposits via the electronic platform
- Enter deposits and check status in the accounting software
- All other related tasks including general office duties

Required qualifications and skills:

- College diploma in accounting or other relevant training
- 2 years of relevant experience
- Excellent command of the Microsoft Office suite (mainly Excel)
- Autonomy, thoroughness and rigor
- Pays attention to detail and ability to multitask
- Ability to manage priorities
- Rapid adaptation in a changing environment

Schedule: Monday to Friday from 8:00am to 5:00pm

Status: permanent full time position

Location: Ronkonkoma, NY

If you think you have what it takes to join our team and take up the challenge, please send your resume to hr@rthibert.com. We appreciate all expressed interest in this position, however, only the candidates selected for interview will be contacted.