



JOB OPPORTUNITY

Date: June 15, 2017
Position: Sr. Accountant - A/R
Department: Finance
Location: Jacksonville, FL

POSITION SUMMARY:

Responsible for preparation of monthly journal entries, account reconciliation and reports for the account receivable group. Prepare work papers in response to post audit requests from our customers. Responsible for maintaining proper monitoring and control of assigned accounts receivable portfolio. This involves comprehensive deduction review and resolution. This position requires flexibility and a willingness to learn and adapt to new processes and procedures.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Prepare and enter monthly accounts receivable journal entries (bad debt, freight, cash discount, inter-company transactions and e-commerce.)
- Prepare monthly A/R account reconciliations.
- Review the matching batches and coding of the credit memos.
- Prepare monthly A/R reports in relation to management and financial reporting (Top 10 customers, Top 30 delinquent).
- Work with manager to research, create work papers and appropriately respond to customer post audits.
- Perform comprehensive deduction resolution activities. This includes identification of deduction type, transmittal to the proper department for review and provide on-going follow-up and support activity to recover invalid deductions.
- Identify issues that need to be escalated to management in a timely manner.
- Work with other departments within the company to resolve any customer account issues.
- Work with manager in preparation of department Policy and Procedure documentation.
- Prepare Quarterly Insurance Reviews, work on Deduction Reporting and Credit Reviews

EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:

Bachelor's degree with emphasis in Accounting. At minimum of four years of general accounting experience, with some experience in Accounts Receivable. Good mathematical ability as well as good proofreading skills, accuracy and attention to detail. Strong interpersonal and team skills. Must have good verbal and written communication skills. Detail oriented with the ability to complete projects within the assigned deadlines. Must display a professional demeanor and have ability to work with all levels of employees. Must have a working knowledge of Microsoft suite software. Intermediate Excel skills required must be able to do V-Lookup and Pivot table functions.