



## ACCOUNTING ADMIN

**POSITION SUMMARY:** Experienced AR/AP clerk needed to process collections for multiple entity family-owned business. Candidate will be a self-starter who is personable and reliable, have an upbeat personality, willing to accept responsibility and take accountability for their results. Must be proficient in MS Office apps, including Excel and Outlook. Experience with Viewpoint a plus.

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### **ESSENTIAL JOB FUNCTIONS:**

- Receive, post, and track all customer payments
- Perform daily customer collection procedures on delinquent accounts which includes placing calls to existing customers to reduce AR balances
- Research and resolve customer disputes
- Follow up on payment commitments
- Provide weekly status reports to the CEO
- Interact with sales and engineering departments
- Process credit application – check credit references
- Closely monitor/track payment status of all customer invoice balances
- Perform other accounting duties and special projects as needed

### **SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:**

- Minimum 2 years of accounts receivable collections experience
- Excellent skills building relationships with customers
- Excellent written and oral communication skills with the ability to deliver high-quality work
- Skilled in MS Office including Word, Excel, and Outlook
- Ability to work under pressure and multi-task to meet aggressive time schedules
- Demonstrated ability to work as part of a team
- Ability and desire to learn new software applications
- Willingness to adapt to change

## **EMPLOYEE BENEFITS:**

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

***All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.***