



TITLE: ACCOUNTS RECEIVABLE CLERK

POSITION SUMMARY: The Accounts Receivable Clerk is responsible for handling incoming payments from our customers. This position also includes additional customer service when needed.

RESPONSIBILITIES

- Processing credit card, check, ACH, and check by phone payments and credits.
- Monitoring business bank accounts.
- Completing reports and maintaining files.
- Processing and mailing monthly statements.
- Collect on accounts by sending invoice reminders and communication with customers via phone, email, fax or mail
- Resolve collections by examining customer payment plans, payment history, credit lines
- Making general ledger entries.
- Answering customer and sales representative inquiries on accounts
- Additional customer service to include answering incoming calls, entering orders, and addressing customer questions and concerns.

QUALIFICATIONS

- Honest and Trustworthy.
- Accounting Degree and/or significant experience in the field.
- Excellent written and verbal communication skills.
- Strong ability to manage multiple tasks.
- Proficient with Microsoft Office.
- Previous experience with an AS400 system preferred.
- Customer service and negotiation skills
- High degree of accuracy and attention to detail
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to calculate, post and manage accounting figures and financial records

STATUS: Full-Time, Non-Exempt

CLOSING: The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this position. This is not intended as an exhaustive list of all responsibilities, duties, and skills required. Palko Services reserves the right to make changes to the job description whenever necessary.

DISCLAIMER: Palko Services is an equal opportunity employer. All qualified applicants will be considered without regard to race, national origin, gender, age, disability, sexual orientation, veteran status, or marital status.

APPLY: Qualified applicants can submit resumes via email to Christi Strom at fa@palkoservices.com.

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