

## Accounts Receivable Collections Specialist – Perrysburg

### Position Summary:

Full time Accounts Receivable Collections position responsible for daily deposits; collections calls, resolving/investigating any customer discrepancies, and maintaining customer accounts.

### Duties:

- Post daily bank deposits, researching and resolving any customer invoices and payment discrepancies
- Running credit card transactions as needed for AR collections
- Emailing, faxing and mailing out monthly customer statements
- Emailing invoices to customers when requested
- Making weekly collection calls by communicating with customer via phone, email or mail maintaining information on each customer
- Maintain accounts receivable customer files and bank records
- Credit applications: Making sure all forms all completed accordingly
- Investigate and resolve any irregularities or enquiries
- Utilize Microsoft Word, Microsoft Excel and Adobe Acrobat
- Utilize Outlook for email(s), texting, calendar / date tracking and task lists
- Provide accounting support as needed
- Other administrative duties as required

### Requirements:

- High School Diploma or equivalent
- 1-2 years previous Accounts Receivable collections experience preferred
- Computer proficiency and the ability to accurately enter data and generate reports
- Working knowledge of Microsoft Office suite
- Excellent written and oral communication skills
- Excellent organizational skills and a keen eye for detail
- Interest in working in a team-oriented environment
- Ability to multi-task and prioritize responsibilities and workflow
- Strong interpersonal skills to effectively communicate with both internal and external clients
- Must demonstrate the ability to perform work independently and demonstrate solid organizational and attention to detail

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Pre-employment drug testing and background screening required.

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