



POSITION DESCRIPTION

Date: May, 2021

Prepared by: Finance & Accounting Dept

Approved by: President

Title: Accounts Receivable Specialist / Accounting Assistant

Reports to: Vice President/Finance

Purpose of Position: Responsible for the collection of accounts receivables, recording/posting receipts, researching/setting up customer accounts, and related accounting system journal entries

Requirements:

- Education – Minimum of an Associates degree in business, accounting or related field, or 3-5 years comparable experience in an accounting or book-keeping role, or equivalent combination of education and experience.
- Language Skills - Ability to read, analyze, and interpret technical procedures, financial reports and accounting regulations. Ability to write reports, business correspondence, and standard operating procedures. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and regular accounting transactions. Ability to provide and understand financial and reports.
- Computer Skills – Proficient in Microsoft Outlook, Microsoft Office especially Excel and Word. Prefer experience with Quickbooks & Karmak Fusion, or other accounting software.

Essential Duties:

- Monitor and report Accounts Receivable activity
- Issue customer invoices and statements
- Collection of customer payments; persistent follow-up on past-due accounts as well as documentation of communication with customers
- Post customer receipts (cash, ACH, credit card, etc.)

- Research credit history of prospective new customers and make credit recommendations
- Set up new customer accounts
- Accounting duties as related to A/R, including assisting business operations with A/R, credit limit, and credit/collection issues
- Prepare monthly financial statements related to A/R
- Develop and maintain knowledge of and experience with accounting software
- Assist other accounting departments with journal entries and month-end closing
- Writing and maintaining Accounting SOP's (Standard Operating Procedures)
- Other related accounting duties assigned by management
- Attend training seminars as required.

Work Environment:

The Work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form and the ability to use sound judgment when faced with complex circumstances.
- The ability to deal with problems involving several variables in standardized situations is essential, while maintaining a professional, calm manner when dealing with difficult or upset customers.
- The noise level is quiet to moderate at times
- The physical exertion is moderate and work is performed in an office setting
- There are frequent employee and customer contacts and interruptions in person and the telephone during work hours.
- UKTS reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.
- Requires the ability to operate a personal computer, multi-line phone, calculator and other basic office equipment.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit, use hand to finger, handle or feel, reach with hands and arms, and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must be able to occasionally lift and or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Standards:

- Work is to be performed in a routine, coordinated manner, continuously duplicating or exceeding desired results
- Maintain a clean and well-organized work area
- Arrive to work early in preparation to start shift on time
- Work performed is to be in a professional manner in accordance with or exceeding company standards
- Adhere to all company policies, procedures and standards
- Display a professional and respectful attitude toward Company and fellow employees
- Maintain a professional appearance
- Write & maintain verbal and written communications in a professional manner
- Work performed in accordance with all government laws and regulations
- Continually seek professional and personal growth
- Maintain a professional and friendly attitude
- Individual must be a self-starter with the ability to work independently & manage their time effectively
- Individual must have a strong attention to detail & be able to sustain a high degree of accuracy
- Individual must be pro-active in addressing and solving problems
- Individual must have strong interpersonal skills with the ability to interact with challenging customers in a courteous manner.

Signing on behalf of this position and agreeing to accept all of its responsibilities.

Signed: _____ Date: _____

Accounts Receivable Specialist / Accounting Assistant

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Signed: _____ Date: _____

VP of Finance