

# **ELENCO ELECTRONICS, INC.**

## **JOB DESCRIPTION**

<b>Position Title:</b> Accounts Receivable/Payable Clerk	<b>Reports to:</b> Controller
<b>Department:</b> Finance	<b>Classification:</b> Non-exempt/Hourly
<b>Salary Range:</b> \$18-\$21 per hour	

**Job Summary:** Processes Accounts Receivable and Payables to maximize the Company's cash flow and reduce receivables. Provides support to minimize the Company's risk of bad debt. Create a cooperative working relationship with Sales Department.

### **Principle Duties and Responsibilities:**

1. Processes daily Accounts Receivable.
2. Processes Accounts Payable.
3. Resolves disputes of payments with vendors and customers.
4. Processes credit memos and write offs.
5. Assists with Auditors when needed.
6. Answers telephones as needed.
7. Assists sales staff with invoice or payment issues.
8. Processes 1099s annually and collects W-9 for new vendors.
9. Processes credit card charges. Resolves issues and errors.
10. Assist Financial Operation Analysts via telephone, mail and/or email regarding overdue accounts.
11. Processes commissions for outside sales representatives.
12. Responsible for updating customer account information.
13. Provides back-up to some functions of Financial Operations Analyst.
14. Reconcile all company credit cards
15. Processes all expenses accounts with okay from Finance Director.
16. Handles all aspects of collections, including but not limited to holds on customer accounts, write offs, and sending to collections.
17. Performs other duties as assigned.

### **Qualifications & Skills:**

**Education:** A.A. in business or accounting required. B.A. preferred.

**Certification/licensure:** None required.

**Experience:** 1-3 years' experience in a business or accounting position.

### **Skills:**

1. Excellent organizational and time management skills and ability to prioritize and multi-task in a fast-paced organization.
2. Proficient in Excel, Microsoft office.
3. Attention to detail and commitment to accuracy.
4. Good communication skills and problem solving-skills.

### **Other Requirements:**

1. Adherence to all company policies and procedures, including safety standards, attendance, punctuality and personal appearance.

2. Ability to maintain confidentiality of information as required.

**Physical Demands:**

1. Hearing: Adequate to perform job duties in person and over the telephone.
2. Speaking: Must be able to communicate clearly to customers over the telephone.
3. Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
4. Regular sitting and entering data into a computer.
5. Occasional standing, kneeling and walking exerted regularly throughout a normal workday.
6. Occasional lifting and carrying items weighing up to 10 pounds unassisted.

**Supervision Received:** Supervised by Director of Finance. Daily supervision required.

**Supervision Exercised:** No direct reports.

Dated: February, 2018 Updated 3/24/21, 06/10/21