



Accounts Receivable Associate

Pay Range: \$23 - \$25 per hour

Summary:

The Accounts Receivable Clerk will assist in ensuring that the company receives payment for goods and services offered to clients.

Duties and responsibilities include but not limited to:

- Prepares, posts, verifies, and records customer payments and transactions related to A/R.
- Creates invoices according to company practices; submits invoices to customers.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.
- Creates reports regarding the current status of customer accounts as requested.
- Researches customer discrepancies and past-due amounts with the assistance of the Collections Manager and other staff.
- Collaborates with the Collections Manager to reconcile accounts receivable on a periodic (at least bimonthly) basis.
- Assists in generating monthly billing statements based on the general ledger.
- Assists Accounting Manager in reconciling revenue accounts each month.
- Copies, files, and retrieves materials for accounts receivable as needed.
- Relays changes of information to appropriate employees.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Excellent organizational skills and attention to detail.
- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting preferred.
- At least two years of related experience required.

We offer a supportive and team-oriented environment, competitive salary, vacation and holiday pay, health, dental and vision plans, 401k and ROTH with company match, life insurance, short term and long-term disability, wellness programs, tuition reimbursement and sign-on bonus.

Blodgett is a subsidiary of the Middleby Corporation.

If interested, please email resume and cover letter to Human Resources at: employment@blodgett.com

We are an equal opportunity employer.