



A/R Associate – Job Description

Department: Finance

Report To: Accounting Manager

Pay: Non-exempt

POSITION SUMMARY:

The AR Associate will be responsible for cash application functions. The ideal candidate will demonstrate excellent communication skills, and strong organizational skills with attention to detail.

RESPONSIBILITIES:

- Responsible for cash application functions
- Researches and applies unallocated cash
- Daily and monthly reconciliations
- Collaboration with Credit department to resolve issues

QUALIFICATIONS:

Preferred Qualifications:

- College level accounting classes or Accounting Degree preferred

Education and / or Experience:

- High School Diploma or GED equivalent required
- 4-6 years hands-on Accounting or Cash application experience

Professional Skills:

- Ability to multi-task, prioritize and work efficiently
- Experience with Microsoft Suite particularly Excel

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Working Conditions:

The above information on this description has been designed to indicate the general nature and level of work performed by associates within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of associates assigned to this job.



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be currently authorized to work in the United States.

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