



Position Available: Accounts Receivable Processor

Primary Responsibilities

- Reviews prior days sales for each nursery location and posts journal entries to record cash or credit cards
- Tracks customer payments made via the company website (iNets)
- Works with nursery sites to ensure bank deposits agree with the daily sales reports and ensures checks are scanned and deposited remotely
- Applies customer checks in the system to customer accounts (Receipts on Account/ROA's)
- Processes credit card payments and check by fax payments for customers
- Assists each nursery location in collecting customer applications, obtaining management approval to open the accounts, and entering new customers into the system
- Makes collections calls and may work with bill collectors or perform other collections methods
- Assists sales staff with customer billing and accounting issues
- Understands Preliens, requests Prelien information, files Preliminary Notices and, signs off on waivers
- Adds finance charges to customer accounts, runs monthly statements, and assist in mailing the statements
- Assists in other accounting projects and tasks as needed
- Helps with other office administrative functions
- Assist in duties related to year-end close functions

Experience and Other Requirements

- Accounts Receivable experience of two years or more
- Proficient in Microsoft Word and Excel
- Excellent written and verbal communication
- AA degree or higher desired
- Experience using an ERP accounting software necessary
- Background Screening is required for this position

Job Specifications

_This is an "in office" position, no work from home option available except for short-term exceptions that require approval by upper management. Must be able to remain in stationary position of either sitting or standing. Extensive typing and 10-key use required. Gross grasping and use of hands and fingers required.

Benefits Offered

401(K) with company matching of 4% once eligible. HMO and EPO Health plans with Kaiser and Anthem, employer pays portion of premium. Basic Life Insurance provided by employer. Dental, Vision and other voluntary insurances offered. Vacation, Sick and Holiday pay offered.

To Apply

Send a resume and cover letter to employment@devilmountainnursery.com.