



Job Description

Job Title: Accounts Receivable Clerk
Department: Accounting
Reports To: Controller
FLSA: Non-exempt

Summary: Records payments to customers' accounts and maintains accounts receivable records. Accurately, efficiently and promptly prepares and processes all accounts receivable. Prepares and maintains all supporting documents. Handles the resolution of account discrepancies and procedural inquiries by performing the following duties.

Essential Duties and Responsibilities include the following:

- Enters daily cash deposits in ERP system and enters finalized cash receipts and updates accounts receivable ledger by customer.
- Obtains and mails invoice copies for customers as requested. Processes customer invoicing to ensure timely and accurate billing.
- Files check stubs and bank receipts.
- Researches and processes charge backs, returns, and bad checks.
- Answers accounts receivable phone inquiries and follows up.
- Reviews, investigates and resolves pricing variances with Sales Department and customers as well as payment discrepancies.
- Assists with related special projects as required.
- Calls on collections.
- Enters credit memos.
- Reconciles and closes accounts receivable.
- Enters data and maintains accounts receivable files and records. Verifies and posts accounts receivable transactions to accounting software following established procedures.
- Posting of cash receipts to customer accounts.
- Generates and reviews aging report.
- Maintains historical records for all accounts receivable transactions.
- Participates in period and year-end closing procedures.
- Systematically verifies and audits accounts for completeness and accuracy. Reviews and reconciles AR aging account. Makes adjustments as necessary.
- Assists auditors during annual audit providing information as requested.
- Reviews shipments on credit hold daily to determine eligibility for release. Contacts customer regarding past due invoices and payment.
- Back up Accounts Payable
- Monitor & maintain National Accounts in Epicor.
- Collect credit references from trade references for establishing new customers. Set up terms, credit limits for customers.

- Consolidate needed reports to distribute weekly cash flow report.
- Enter general journal entries
- Create miscellaneous invoices as needed.
- Other duties as assigned.

Education and/or Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires a high school diploma, a minimum of two years experience in an accounting office and the ability to calculate figures and amounts such as discounts, interest, and commissions. This position also requires that employees possess and/or demonstrate the relevant competencies as outlined in Delta's Competency Matrix.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and/or hear. The employee is frequently required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.

Work Environment:

The work environment 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. The noise level in the work environment is usually moderate.