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AR Clerk

Responsibilities

Working on the receiving side of the company's finances, the accounts receivable clerk is responsible for many records and payment-related transactions. Consider including these responsibilities in your accounts receivable clerk job description:

- Posts customer payments by recording cash, check, and credit card transactions.
- Tracks revenues by verifying and entering transactions from the lockbox and local deposits.
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, and customer service.
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, and credit lines.
- Summarizes receivables by maintaining invoice accounts.
- Protects the organization's value by keeping information confidential.>
- Accomplishes accounting and organization mission by completing related results as needed.

Hiring organization

Premier Personnel Group

Beginning of employment

ASAP

Job Location

Linden, New Jersey

Base Salary

\$ 23 - \$ 25

Working Hours

M-F 8am-4:30pm