



<https://www.premierpersonnelgroup.com/find-a-job/administrative-assistant-2/>

Accounts Receivable

Description

A manufacturing company in Avenel is seeking an **Accounts Receivable Specialist** to work with their Accounting Manager and their Controller. This is a medium-sized and a very successful company.

Responsibilities

Requirements:

- Some accounting related education *and* experience
- An understanding or knowledge of ERP systems
- Understanding or corporate billing
- Knowledge of Accounts Payable and Accounts Receivable
- Understanding of General Accounting Principles. (GAP)
- Seeking a candidate willing to stay in a corporate accounting department for many years to come.

Duties will include:

- Billing
- Helping out with A/P and A/R
- Daily bookkeeping duties
- Working with Invoices
- Daily database updates for vendors and customers

Please send your resume over to this posting for immediate consideration.

Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Contacts

Please send your resume for immediate consideration!

Premier Personnel Group, Inc. is one of New Jersey's most respected agencies in providing permanent and temporary personnel. With our guiding principle—INTEGRITY —always in the forefront, we offer our clients a timely solution to their immediate employment needs.

Hiring organization

Premier Personnel Group

APPLY NOW

Industry

Manufacturing

Job Location

Avenel , New Jersey

Working Hours

8 hour shift

Base Salary

\$ 25-27