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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Position Title: Account Receivables Specialist/Clerk – Non-exempt Position**

**Reports to:** **Operations or Office Manager**

**Job Summary:** The Account Receivables (AR) Specialist is primarily responsible for providing financial, administrative and clerical services in the process of resolving accounts for customers. Duties involve monitoring payments to accounts, preparing statements, answering customer inquiries, ensuring customers receive invoices in the manner requested, tracking and reporting on past due accounts. The Specialist may also assist management or accounts payables clerk during busy periods.

**Job Functions:**

* Process accounts and incoming payments in compliance with financial policies and procedures.
* Process incoming mail concerning billing and invoicing.
* Post revenues by verifying and entering transactions from lock box, wire transfers and local deposits.
* Prepare bank deposits and oversee cash box accounting.
* Process outgoing invoices via mail, email or by posting in customer systems.
* Process incoming credit account applications and properly setting up new accounts.
* Obtaining the correct tax documents for each customer account and maintaining updated files of these documents.
* Communicate with customers about billing discrepancies and late payments, including generating statements detailing accounts receivable status.
* Reconcile the account receivables ledger to ensure that all payments are posted accurately, including entering adjustments for authorized deductions.
* Verifies validity of account discrepancies by obtaining and investigating information from both sales and customers, including processing any necessary credit invoices.
* Engage management over any unresolved AR problems.
* Assist with audit support as necessary.
* Updates job knowledge by participating in educational opportunities.
* Maintain files related to proof of delivery, invoices, deposits and receivable work.
* May be asked to assist with other duties, responsibilities or activities not listed and may change at any time.

**Skills Needed:**

* Advanced mathematical and logical deduction skills
* Good understanding of basic accounting principles, fair credit practices and collection regulations
* Data entry skills
* Experience in creating and editing spreadsheets (Excel)
* Experience with accounting software
* High degree of accuracy and attention to detail
* Customer service oriented and experience in customer communication
* Proficiency in English and MS Office
* Proficiency in using online collaboration tools such as Teams, Zoom, etc.
* Able to work independently

**Education/Experience Required:**

Bachelor’s Degree in Accounting or related area OR 3+ years’ experience in Accounts Receivable work.

**Other:**

* Position is full time, Monday – Friday, 8 am to 5 pm
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.