

Hahn Automotive Warehouse Inc.

JOB DESCRIPTION

TITLE: Accounts Receivable Specialist **FLSA STATUS:** Non-exempt/hourly

REPORTS TO: Accounts Receivable Manager **DATE:** 8/12/15

PRIMARY FUNCTION: Process and monitor incoming payments and revenues for the company by verifying and posting receipts.

DUTIES AND RESPONSIBILITIES:

- Receives, process and deposits cash and credit card incoming payments in compliance with established company financial policies and procedures
- Performs daily and weekly financial transactions including posting, recording, classifying, updating and computing accounts receivable data
- Verifies validity of account discrepancies by obtaining and investigating information on accounts
- Conducts month-end tasks including preparation and distribution of customer statements and internal reports to appropriate accounting department staff
- Receives and responds to internal and customer inquiries and requests
- Provides switchboard backup coverage
- Other duties as assigned

REQUIREMENTS:

Education/Experience:

- HS Diploma required. AAS Accounting degree preferred
- 1 to 3 years of training and experience in accounts receivable required
- Strong mathematical aptitude required
- Able to effectively operate 10-key calculator
- Basic knowledge of MSWord and Excel software programs
- Must be able to work occasional weekend hours for month-end processing

Competencies:

- Attention to detail and accuracy
- Organization and planning skills
- Ability to work effectively and proactively as a team member
- Effective customer service skills
- Good verbal and written skills

Email resumes to mfisher@hahnauto.com