



FN0085

01/02/2020

Job Title: **Accounts Receivable Analyst**

Shift:

Department: Finance

Location: Owatonna

Reports To: Shared Services Manager

FLSA Status: Non-Exempt

Position Purpose

- Responsible for the reconciliation of all premium receivable accounts on a monthly basis. Analyze aging reports to resolve balances due to/from Policyholders. The Accounts Receivable Analyst must have the ability to define problems and collect data and draw conclusions.

Essential Duties & Responsibilities

- Analyzes assigned customer account orders twice daily for review/release to production and finished order approval. Timely resolution to credit-held order situations is critical to ensure on-time delivery of customer orders Responsible for facilitating accounts receivable turnover via effective collection techniques such as telephone, emails and written communication with assigned territory accounts, and initiates follow-up action as necessary Initiates and completes the first phase of the credit extension process to new and existing accounts by collecting trade payment and financial information. Initial customer analysis completed in this phase to determine credit limits Generates a weekly hold list for assigned accounts to flag orders ready for shipment that have the potential to require further credit appraisal. Relays this information to Inside Sales or Shipping Department for account review Insures timely collection and maintains integrity of company accounts receivable. Audits and applies payments to customer's accounts via an ERP system. Applies ACH & wire payments from bank report and customer's email notification. Must be accurate as these entries directly affect the General Ledger Prepares report for General Accounting for daily reconciliation of accounts receivable to General Ledger Prepares sales re-cap report for distribution to General Accounting and Sales Departments Analyze the problem and create journal entries as needed for reconciliation of cash and accounts receivable Performs other related responsibilities as may be assigned

Knowledge / Skills / Abilities

- Proficiency with Microsoft applications; including Outlook, Teams, and Excel Attention to detail and organizational skills are essential Strong oral and written communication skills required

Qualifications / Prior Experience

- Minimum 1-year experience in finance

Work Environment / Other Requirements

- Must be able to use office equipment (scanner, printer, copier, computer, phone, fax) Must be able to talk/hear/sit/stand for prolonged periods of time Ability to lift up to 25-50 lbs on an occasional basis The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits

Please send resumes to Cassandra.Kohn@amesburytruth.com