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Accounts Receivable Specialist

The primary responsibility of the A/R Specialist is to apply cash receipts to customer accounts accurately and timely. The A/R Specialist will need to work in a fast-paced environment and must be familiar with a wide variety of the field's concepts, practices, and procedures. A wide degree of creativity and latitude and the ability to research and come to conclusions independently is expected.

Primary Job Duties:

- Daily cash application of cash receipts to customer accounts
 - Reconcile cash postings for accuracy
 - Research and resolve customer discrepancies, unapplied credit memos, short pays, and misapplied payments
 - Follow up with customers via calls and emails to collect payment on past due invoices
 - Handle inbound calls and respond to emails
 - Work collaboratively with internal departments to resolve issues and customer-related disputes
- Other duties and responsibilities as assigned to support A/R Department

Skills/ Experience:

- 1-3 years of experience in accounts receivable **B2B preferred
- Advanced knowledge of cash application and general accounting principles
- Efficient, highly organized, and detail-oriented
- Able to prioritize and meet deadlines
- Excellent oral and written communication skills
- Exhibits customer focused behavior such as building positive relationships
- A sense of urgency and high desire to continuously improve processes
- Excellent analytical and creative problem-solving skills
- Able to make decisions independently based on investigation and judgment, as well as ability to discern when to escalate issues
- Able to function independently and as a member of a team in a fast-paced environment

Education Background:

- An Associate degree in Accounting or related field is preferred, however relevant career experience may be accepted in lieu of degree

About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, or to apply to this position, please visit www.buyersproducts.com.