

Accounts Receivable Clerk

Reports to: Accounting Manager

Division: Everts Air Cargo

Department:

Station:

Accounting

FAI

Job Summary:

Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals, ledgers or computers. Make decisions regarding customer accounts or the coordination with accounting manager to reach appropriate decision for customers.

Essential Functions:

1. Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures and cash postings pertaining to business transactions recorded by other coworkers.
2. Evaluate records for accuracy or balances, postings, calculations, and other records pertaining to business or operating transactions and recording discrepancies
3. Perform financial calculations such as amounts due and, balances.
4. Record financial transactions and other account information to update and maintain accounting records
5. Prepare weekly/monthly statements for mailing
6. Provide friendly, courteous customer service by phone, fax, and mail for account questions, auditing, etc.
7. Responsible for the research and correction of account errors
8. Coordinate with accounts payable for balances, vendor accounts, past due items, etc.
9. Perform collections as needed, being conscious of the accounts that are 60, 90 and 120 days past due; contacting the customer as directed.

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.

3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires the knowledge of arithmetic, algebra and mathematic applications as they pertain to accounting.
2. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
3. Ability to maintain confidentiality in all aspects of financial functions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ **Date** _____

Employee Printed Name _____