



Honesty, Exceed Customer Expectations, Commitment, Teamwork, & Continuous Improvement

Accounts Receivable Administrator

Position Summary:

Provides financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts. Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable. Creates invoices according to company practices; submits invoices to customers. Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.

This position provides some administrative and clerical support to the organization, reporting directly to the Controller. In addition, this position will be cross-trained as a back-up for Accounts Payable.

EDUCATION AND/OR EXPERIENCE:

- The ideal candidate will have experience in Accounts Receivable, Microsoft Dynamics, and strong MS EXCEL skills.
- It is highly desirable for this person to be experienced with Avalara, ERP (Exact Max).
- The position must have strong interpersonal skills and possess a basic business acumen.

QUALIFICATIONS (*knowledge, skills, abilities required*):

1. knowledge of accounts receivable
2. knowledge of office administration and procedures
3. knowledge of general bookkeeping procedures
4. knowledge of general accounting principals
5. 1-3 years accounts receivable and general accounting experience
6. Computer literate with proficiency in Avalara, ERP (Exact Max) and in Microsoft Excel and knowledge of Microsoft Word is desired
7. Must be enthusiastic about adopting Dedoes Core Values: Honesty, Exceeding Customer Expectations, Commitment, Teamwork and Continuous Improvement.
8. Ability to work collaboratively and maintain effective working relationships with co-workers
9. Ability to effectively problem-solve
10. Excellent verbal and customer service skills
11. Ability to work with minimal supervision



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ESSENTIAL FUNCTIONS: include the following. Other duties may be assigned.

1. Maintain up-to-date billing system
2. Generate and send out invoices
3. Follow up on, collect and allocate payments
4. Carry out billing, collection and reporting activities according to specific deadlines
5. Perform account reconciliations
6. Monitor customer account details for non-payments, delayed payments and other irregularities
7. Research and resolve payment discrepancies
8. Generate age analysis
9. Review AR aging to ensure compliance
10. Maintain accounts receivable customer files and records
11. Follow established procedures for processing receipts, cash, etc.
12. Process credit card payments
13. Prepare bank deposits
14. Investigate and resolve customer queries
15. Process adjustments
16. Develop a recovery system and initiate collection efforts
17. Communicate with customers via phone, email, mail or personally
18. Assist with month-end closing
19. Collect data and prepare monthly metrics
20. May prepare other specialized reports and analysis as needed.
21. May participate in projects on and off the Finance Team.
22. May participate in Dedoes selection process as necessary.

Interested applicants may apply in person at our office or contact Human Resources.

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Human Resource Team
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