Job Title: Accounts Receivable Clerk

Job Statement:
You will be required to send out statements on a monthly basis. You will be required to post entries to the General Ledger on a monthly basis. Must be able to help students/parents set up payment plans. Must work with collection agencies when necessary. Must be able to work directly with the customer, both face to face and on the phone. Must be able to be firm, but polite at the same time. Generate monthly reports such as aging reports and trial balance reports.

Functions:
1) Send out monthly statements
2) Set up payment plans
3) Ensure that statements are correct and accurate
4) Preparation of billing tables to ensure the correctness of the pricing
5) Prepare monthly aging and trial balance reports
6) Work with collection agencies
7) Work with auditors at the end of the fiscal year
8) Reconcile the A/R to the G/L on a monthly bases
9) Work well with the customers to resolve outstanding issues

Specifications:
Prefer a four year degree or associates degree in accounting or business administration, OR a combination of experience, education, or training equivalent to a four year degree in accounting.
Must have excellent communication skills, both verbal and written
Must be organized and be able to work independently
Must be able to handle stressful situations
Must be willing to be flexible and learn new tasks
Must have knowledge of Microsoft Word and Excel

Equal Opportunity Employer

Please email your resume to hr@ab.edu.