

## 1.0 SUMMARY

The Accounts Receivable Clerk (A/R Clerk) is to process the accounts receivables at Fond du Lac Bumper Exchange, Inc. (FdLBEX).

## 2.0 REPORTING RELATIONSHIPS

2.1 The Accounts Receivable Clerk reports to the Office Manager.

2.2 No one reports to the Accounts Receivable Clerk.

## 3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	High school graduate.	Two year associate degree in Accounting; however, some formal training in accounting and extensive office and/or financial experience may be substitute.
3.2. <u>Experience</u>	Experience in processing cash, checks, and credit card payments.	Three-years experience in general accounting.
3.3. <u>Skills, Knowledge and Abilities</u>	Basic accounting and bookkeeping skills. Ability to provide accurate reports and data in a timely manner.	Complete knowledge of office machines, computer accounting systems and procedures. Prefer experience in word processing and spreadsheet programs. Ability to work with people, negotiate, analyze problems and develop plans to solve those problems.
3.4. <u>Physical</u>	Body position: Includes standing and sitting for long periods. Body Movements: walking and use of hands and arms to operate office equipment. Must be able to lift and/or carry 25 pounds. Body senses: Usage of all body senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individuals in one-on-one conversations.	

- 3.5. Mental Requires mathematical and analytical skills in processing cash, checks, and credit cards for accounts receivables and procedures in general use. Ability to effectively communicate ideas to all levels of management.

Must be able to read, write and speak English fluently. Must be able to work under time pressures.

- 3.6. Management Skills Ability to effectively prioritize, plan, organize, and control work flow.

#### 4.0 WORKING CONDITIONS

The A/R clerk will work in the office, which is a temperature-controlled environment with moderate noise. Occasionally outside time will be spent in the shop or warehouse areas where conditions can be humid, hot, cold, noisy, dirty, dusty, hazardous, and/or greasy, etc.

#### 5.0 RESPONSIBILITIES

The A/R Clerk is responsible for:

- 5.1 Maintaining accounts including setting up new accounts and acquiring accurate credit references, daily checking and adjusting payment status as needed and changing discounts.

Measurements: Number of delays and errors in reports submitted.

- 5.2 Accurately making and recording bank deposits including credit card receipts.

Measurements: Number of delays and accuracy in processing receipts.

- 5.3 Minimizing past due accounts by research, phone calls, letters, working with drivers and management on the collection process. Printing and providing details on weekly past due account reports.

Measurements: Accounts Receivable and Payable reports.

- 5.4 Processing non-sufficient funds checks in a timely and accurate manner.

Measurements: Number of delays and accuracy in processing NSF checks.

- 5.5 Faxing copies of invoices when necessary.

Measurements: Number of complaints from customers.

- 5.6 Managing counter cash box. Shipping the packaging lists for the day and totaling out the cash box to \$100.

Measurements: Accuracy in processing cash.

- 5.7 Managing petty cash, distributing cash as needed, and maintaining an accurate record of balance and disbursements.

Measurements: Accuracy in processing cash.

- 5.8 Completing all bank transactions on time.

Measurements: Timeliness in processing transactions.

- 5.9 Processing cash receipts for overnight drivers in an accurate and timely manner.

Measurements: Accuracy in processing receipts.

- 5.10 Accurately maintaining and printing weekly checkbook.

Measurements: Accuracy in checkbook.

- 5.11 Accurately taking orders and looking up parts information meeting customer expectations.

Measurements: Accuracy in checkbook.

- 5.12 Accurately and timely sorting and distributing mail.

Measurements: Feedback from managers on the distribution of mail.

- 5.13 Assisting with payroll, printing invoices, printing back order reports, filing payables, and ordering supplies.

Measurements: Accurate and timely completion of tasks.

- 5.14 Performing general responsibilities of FdLBEX employees as assigned by the Company's policies and procedures and other responsibilities as assigned by the Office Manager or President.

## 6.0 AUTHORITY

The A/R Clerk has the authority to:

- 6.1 Require full information about safety norms, standards, and regulations.
- 6.2 Ask and make suggestions about the possibility of job related training inside or outside FdLBEX.
- 6.3 Plan his/her workday for the scheduled workload.
- 6.4 Require accurate, timely, and clear preparation of all documents and products by driver personnel; inform supervisors about all cases of the opposite.
- 6.5 Inventory and requisition office equipment and office supplies.
- 6.6 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established FdLBEX policies and is consistent with sound business judgment.

## **7.0 TASKS AND DUTIES**

See Task and Duty List attached.

## **8.0 ACKNOWLEDGMENTS AND APPROVALS**

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

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Accounts Receivable Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager

\_\_\_\_\_  
Date