

Company Name: Anderson Concrete Corp/Buckeye Ready Mix, LLC

Job Title: Accounts Receivable

Employee Name: _____

Department: Accounting

Status: Hourly

Reports to: Controller

Job Summary:

The Accounts Receivable position at our organization is primarily focused on invoicing our customers and clients. This role requires a high level of organization and meticulous attention to detail. The ideal candidate should possess intermediate-level computer skills as they will be responsible for generating and managing invoices efficiently. With both monthly and weekly tasks, time management and a keen sense of timeliness are crucial in this role. The ability to work independently and collaborate with other members of the accounting department is essential to assist with various financial tasks as required. Upholding the company's core values and maintaining a professional and courteous demeanor when interacting with colleagues, clients, and the public is of utmost importance.

Primary Duties:

- Billing
- Audit/Edit daily ticket edit report for pricing, quantities and correct projects.
- Produce invoices using Onbase and GTS system.
- Print and distribute invoices via US Mail and Email.
- Enter new customers, quotes and products into Systech and GTS.
- Process COD and credit card payments.
- Assist sales team with inquiries
- Insure proper tax exemption certificates are on file prior to adjusting sales tax.
- Scan daily delivery tickets and resolve any missing tickets utilizing Onbase.

Additional Duties:

- Deposit customer payments via desktop scanning equipment.
- Prepare deposits for physical deposit at bank.
- Post customer payments made via scanning and lockbox deposit into A/R system.
- Investigate and resolve customer discrepancies.
- Obtain proper authorization to adjust customer short payments.
- Other duties as assigned

Qualifications:

- Ability to be a self-starter and multi-task in a team environment.
- Excellent organizations skills and attention to detail required.
- Strong time management and communication skills needed.
- High school diploma required. College degree (associates or other) is valuable.
- 2-3 years of administrative/accounting experience needed.
- Intermediate level computer skills, including Excel required.
- Familiarity with the construction industry is desired, but not required.

Benefits:

- Competitive hourly wage
- Excellent medical, dental and vision, AD&D and life insurance
- Short & long-term disability coverage
- Paid vacation and holidays
- 401(k) with profit sharing retirement plan
- Company paid performance and service bonuses

Employee Initial & Date

Supervisor Initial & Date