

Accounts Receivable Associate

St. Charles, IL · Full-Time

Accounts Receivable Associate Job description

The ideal candidate will be responsible for all aspects of the Accounts Receivable function as well as supporting the accounting team in other areas as needed. The position will offer growth opportunities.

- Daily invoice/credit processing for Bradley customers.
- Accurate processing of customer payments into ERP system.
- Monitor past due AR and collect and resolve collection issues.
- Release customer orders on credit hold daily.
- Maintain filing of supporting documentation for A/R.
- Preparing daily, weekly and monthly reports.
- Assist with maintaining misc. files and scanning.
- Assist as needed with annual audit requests.
- Assist the controller with accounts payable functions.

Accounts Receivable Associate Qualifications

- Prior experience with A/R processing including cash application.
- Working knowledge of Microsoft office software with emphasis in Excel.
- Should have an interest in learning and growing within the accounting department.
- 1-2 years experience with accounting knowledge extremely beneficial.
- A keen eye for detail.
- Ability to process paperwork in an accurate and timely manner.
- Must be well organized and able to process work based upon priorities.
- Must be able to meet deadlines.

Accounts Receivable Associate Benefits

- Job Type: Full-time
- Paid time off, Vacation.
- Health, Dental, Vision, Life Insurance.
- 401K