**JOB DESCRIPTION – ACCOUNTS RECEIVABLE COORDINATOR**

**STATUS:** Non-Exempt **DEPARTMENT:** Finance

**DATE:** June 2021

**FUNCTION**

The Accounts Receivable Coordinator is responsible for ensuring the Company receives payments for the services provided and records those transactions accordingly. The Accounts Receivable Coordinator handles the A/R function, including billing, invoicing and preparing deposits. The Accounts Receivable Coordinator works in a team environment daily.

**ORGANIZATIONAL RELATIONSHIPS**

1. The Accounts Receivable Coordinator reports directly to the Controller
2. The Accounts Receivable Coordinator has no supervisory responsibility.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Collects Bill of Ladings and images and documents and verifies delivery and rate information according to customer requirements to process invoices daily.
2. Communicates discrepancies to appropriate parties and tracks outstanding items.
3. Works with third party portals to provide shipment support.
4. Prepares daily lockbox deposit(s).
5. Researches and resolves unapplied cash receipts.
6. On a monthly basis performs manual invoices for our customers that utilize manual bill pay.
7. Reviews the weekly unbilled report to identify delivered-but-unbilled loads and follows-up to bill the loads accordingly.
8. Ensures each order has the accurate paperwork from the Account Manager and Drivers to complete the invoicing process.
9. Works with Account Managers or customers to correct invoices.
10. Responds to questions submitted to the Company’s A/R email address.

**OTHER DUTIES**

1. Other duties as assigned.

**MENTAL AND PHYSICAL REQUIREMENTS**

1. Strong verbal communication skills needed to articulate information in a clear and concise manner
2. Excellent listening skills in order to interpret what you hear and provide the right answer.
3. Ability to solve complex problems through research and understanding.
4. Ability to work in a team environment, providing support for many people.
5. Strong attention to detail, understanding the risk of missing important and/or relevant information.
6. Ability to perform assigned duties under frequent time pressures in an interruptive environment with changing priorities.
7. Strong computer skills required to manage and maintain data in software systems, often running reports from one system to upload data into another system.
8. Sitting for long periods of time while using a telephone and computer.

**EDUCATION, TRAINING AND EXPERIENCE**

1. Associates degree in Accounting or Finance is preferred.
2. Knowledge and understanding of accounting standards.
3. Working knowledge of computer systems, including Microsoft Office. Proficiency in Excel required.

**WORKING ENVIRONMENT AND CONDITIONS**

1. Corporate office environment

**EQUIPMENT AND TOOLS**

Computer

Telephone

PC software and network

Calculator/10-Key

FAX

Scanner

Copy machine

Postage equipment

Microsoft Office

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.