

RITA Corporation
Job Description

Position: Accounts Receivable
Supervisor: Corporate Controller
Category: Full Time (\$14-\$16 hourly range)

Responsibilities:

- Approve orders
- Call/Email delinquent customers
- Enter information into database (new customers, notes on delinquent accounts, etc.)
- Process collections for delinquent customers
- Process credit card payments
- Enter, process and bill shipments
- Email/Mail invoices to customers
- Attach shipping paperwork electronically (Merging – Assist when needed)
- Process credits for invoices
- Prepare year end audit reports needed from Accounts Receivable
- Filter e-checks for cash in advance payments
- Regularly communicate with warehouses
- Assist with other accounting functions as needed
- Other duties as required

Requirements:

- High school diploma
- Some college preferred
- Knowledge of Microsoft Office (Word/Excel)
- Knowledge of Adobe PDF creation/handling
- Proficient keyboarding skills (i.e. use of hotkeys and shortcuts)
- Good communication skills
- Knowledge of Chart of Accounts

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