

POSITION DESCRIPTION

Clearfield, Inc.

POSITION TITLE: Credit and Accounts Receivable Associate

POSITION OBJECTIVE: Processes credit and accounts receivable activity in accordance with departmental and legal guidelines.

POSITION RESPONSIBILITIES:

1. Creates new customer set up, including obtaining credit reports, credit references, and circulating credit applications for approval.
2. Set up of new customer accounts within Great Plains
3. Responds to credit reference requests and other forms
4. Performs credit analysis on pending orders and circulates for approval.
5. Reviews daily invoice reports for completeness and accuracy; identifies and corrects errors with taxes, freight, cost, revenue, and sales tax.
6. Posts invoices to customer billing portals.
7. Assists with customer collections.
8. Processes adjustments on customer accounts.
9. Maintains daily banking activity and balances; reviews and posts bank adjustments
10. Prepares sales and use tax information for state sales tax filings
11. Communicates in a timely manner with customers to answer questions and resolve discrepancies.
12. Interacts with Sales and Accounting staff to maintain communications that support a timely, accurate flow of information.
13. Cross train other accounting positions, including cash receipts and accounts payable processing.

POSITION REQUIREMENTS:

- Three years post-high school accounting training and Great Plains experience preferred or commensurate experience
- One-year experience in a manufacturing environment preferred
- Excellent data entry and communication skills
- Strong familiarity with Microsoft platform
- Strong organizational, analytical, and problem-solving skills

December 2020

Incumbent has completed the Learning Management System Clearfield training modules. Incumbent has shadowed Staff Account to assure training in the use of Clearfield software platforms is completed. In addition, training has been delivered regarding specific financial practices for data entry and customer service.

Manager's Signature _____ Date _____

Incumbent's Signature _____ Date _____