



JOB DESCRIPTION

Job Title: AR - Specialist
Facility: Brooklyn Park
Department: Accounting
Reports to: Finance Manager

SUMMARY

To assist in maintaining all of the day-to-day Accounts Receivable processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

I. Collections and Credit

- Collections – All aspects outlined in the collections SOP.
- Evaluate new customer credit through sending credit applications. Obtaining a Dun & Bradstreet credit report and sending trade reference letters. Set appropriate customer credit limits.
- Communicates customer credit status to Account Executives.
- Complete requested customer credit references.

II. Cash Receipts

- Daily Cash Receipts and apply to invoices.
- Pull the daily banking reports.
- Complete Project Billing and Reporting.
- Monthly Finished Goods Inventory data entry.
- Cash on account reconciliation.
- Enter timecards and shift report corrections for hourly ENPOINTE employees and temporary employees.

III. Job Processing

- Create and distribute prebills for all job tickets.
- Process Vendor and Mill Claim Jobs and Invoices. Maintain and distribute monthly claim report.
- Open R&D (Research and Development) Jobs upon request. Maintain & distribute report to track these jobs.
- Input rework information weekly into the Weekly Operations Report.
- Perform duties of other Accounting Team members in their absence or as needed. Backup other areas of the Accounts Receivable team as needed.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- 2 Year Accounting Degree or Equivalent Experience in Accounting.
- Good working knowledge of Excel.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)