

## **Job Description**

**Job Title:** AR Clerk

**Department:** Finance

**Reports to:** Operations Manager

**FLSA Status:** Non-exempt

**Approval Date:** October 30, 2018

**Position Summary:** Gazelle Bicycles is looking for an Accounts Receivable Clerk to support our accounting team in receipt and accounting of funds being paid. This person will ensure invoices are accurate and proper accounting procedures are followed to account for the receipt of payment for goods and services completed by the organization. This is a part-time position, 2 days a week, with an average of 15 hours per week.

### **Why work here:**

**Overall Duties and Responsibilities** include the following (other duties may be assigned):

1. Issue account statements and invoices from the ERP (Enterprise Resource Planning) software and share with dealers
2. Email and call dealers in order to arrange remittance
3. Match payments to invoices in order to close invoices in the ERP
4. Match ACH (Automatic Clearing House) deposits to invoices
5. Process credit card transactions through the online terminal
6. Initiate direct debit withdraws from dealers bank accounts
7. Apply customer payments
8. Research and solve payment discrepancies
9. Make adjustments to accounts as needed
10. Prepare manual deposits as required

### **Competencies and Requirements:**

1. 1-2 years of experience in accounting or bookkeeping
2. Experience in Accounts Receivable highly desired but not required
3. Excellent attention to detail
4. Stellar communication skills, both written and oral
5. Ability to work effectively as a team
6. Strong office computer knowledge is required, applicants must have experience with an ERP system and Excel
7. Consistently exercise sound judgment and discretion

**Language Skills:** Ability to read and comprehend and explain documents in English. Effectively communicate, verbally and in writing, in English.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the overall duties and responsibilities of this job.

Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the overall duties and responsibilities. While performing the duties of this job, the employee is regularly required to stand, walk, use of hands and fingers, handle, or feel, reach above head with hands and arms, lift, push, climb, stoop, kneel, crouch, and/or crawl, pull, talk and hear. The employee must lift and/or move up to 10 pounds. Vision may be corrected within normal range. The noise level in the work environment is quiet.

**Education and/or Experience:** 1-2 years of experience in accounting or bookkeeping, High school diploma, Bachelor's degree is a plus but not required.

EMPLOYEE'S NAME (PRINT): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_