



Accounts Receivable Clerk

An innovative, expanding, international company rooted in the Annapolis/Kent Island area of Maryland is looking for an experienced self-starter to join the team as an **Accounts Receivable Clerk** for their Stevensville, Maryland office. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Controller.

Duties and Responsibilities:

- Generate and distribute customer invoices, statements and payment reminders in a timely manner
- Record and process incoming payments accurately and promptly
- Monitor group e-mail, respond to inquiries and follow-up in a timely manner
- Monitor aging reports, follows up on overdue invoices and initiate collection procedures as needed
- Prepares reports by compiling summaries and summarizing accounts receivable data and related accounting details
- Utilize the ERP system (Epicor) to process invoices, reconcile transactions and manage purchase orders
- Communicates regularly with customers regarding open invoices, payment status and account questions
- Collaborate with internal departments to resolve invoice discrepancies and address payment-related disputes
- Assist with month-end closing activities and support the accounting team as needed
- Maintain organized, accurate and paperless financial records
- Other job duties as assigned

Education and Experience:

- Associate's Degree in Accounting, Business or similar preferred
- (1-2) years of experience in an Accounts Receivable role, or similar
- Strong computer skills; Proficient in Microsoft Office Suite (Excel, Outlook) and experience utilizing an ERP system (Epicor) preferred
- Ability to work in a fast-paced manufacturing environment
- Strong organizational and communication skills
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Team Player

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available.