



Receptionist/Accounts Receivable Job Description

Summary: The Receptionist/Accounts Receivable position is responsible for providing financial, administrative, and clerical services to ensure effective, efficient, and accurate financial and administrative operations.

Position Type: Full Time, Onsite

Starting Wage: \$23/hr DOE

Reports to: Office Manager

Duties & Responsibilities:

- Answer incoming phone calls, determines purpose of the calls, and forward calls to the appropriate personnel or department.
- Takes orders from customers via telephone, email, voice mail, etc. and delivers them to dispatch.
- Welcome and assist visitors. Provides customer service for walk-in customers by collecting payments on accounts, processing cash invoices for in-office purchases, helps with Cardtrol issues, or directing them to the appropriate personnel and/or department.
- Process daily invoices from appointed customers by retrieving, verifying, entering, and submitting invoices for payment.
- Manage appointed customers' accounts to ensure timely remittance and maintain files
- Process and allocate payments
- Follow up on delinquent accounts
- Respond to customer inquiries
- Reconcile customer statements and correct discrepancies as needed
- Provide various reports as requested
- Performs various clerical duties as needed
- Receives, sorts, and routes mail
- Orders, receives, and maintains office supplies

Skills & Knowledge:

- Knowledge of office administration and general bookkeeping
- Knowledge of accounts receivables
- Excellent written, verbal and listening communication skills
- Ability to communicate effectively both verbally and in writing with customers and co-workers in a professional manner
- Attention to detail and high level of accuracy
- Strong work ethic
- Organization, planning, time management and problem-solving skills



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- Computer skills including but not limited to the ability to operate and/or learn Microsoft office word and excel, various customer internet portals, email, and company accounting software.

Qualifications:

- 1-3 years accounts receivable and general accounting experience

Training:

- Front Desk Propane Training

Additional Positions/Duties/Qualifications:

- Assumes all duties, responsibilities, skills, and knowledge of the Receptionist

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.