

Position Profile:

Accounts Receivable Specialist is responsible for processing invoices, credit and debit memos, charging credit card payments, preparing deposits, and the application of customer payments to all customer accounts.

Work Responsibilities:**Prepare invoices**

- Process invoices daily
- Print customer specific invoices for shipping to be included in customer's shipment. (Requests are received via email)
- Post invoices in Syteline ERP System
- Invoice employees for company product purchases

Prepare deposits and enter cash receivables

- Prepare and enter any cash receivables in Syteline daily
- Enter US and Canadian lockbox, credit card, and ACH payments daily
- Prepare checks and cash received in-house for deposit as needed and enter in Syteline
- Enter employee charges deducted from payroll

Process credit memos, debit memos, and returns

- Process credits, debits, and returns weekly
- Process credit, debit, and return requests from Customer Service RMAs, as well as requests made by Accounting
- Apply open posted payments to matching invoices in A/R Posted Transactions in Syteline, and adjust customer accounts as appropriate

Process credit card payments and refunds

- Process credit card payments daily
- Using CurioBrands.com or Stripe, process credit card payments and refunds.
- Maintain customer information on the auto-charge list monthly and charge the credit cards when invoices are due
- Research declined credit cards to see if/when the product can be released once the credit card is approved.
- Review stopped orders flagged for potential credit card fraud risk
- Record credit card chargebacks in Syteline weekly

Manages month-end/year-end close of Accounts Receivable

- Handles the monthly close of Accounts Receivable activity
- Ensures all items for the month are entered into Syteline
- Runs and saves month end reports in folder for review by Controller/Sr Staff Accountant

Respond to customer requests

- Manage customer calls and requests relating to payments and invoice matters
- Take phone calls from customers regarding payments and/or questions about their accounts
- Print invoices needed for customer specific requirements, and fax or email invoice requests left on voicemail
- Address questions and concerns from voicemail and AR email account.
- Research discrepancies, resolve issues, and maintain proper documentation for all account adjustments
- Research and update the open order reports
- Coordinate with Customer Service department on resolving customer issues

General Responsibilities:

- Supports CURIO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.

- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or equivalent
- One year experience in an accounting environment

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook

Core Competencies:

- Ability to communicate effectively (verbally and written).
- Ability to understand and accurately apply basic math skills.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or department needs.
- Ability to work collaboratively and building working relationships with coworkers, vendors and/or customers.

Preferred Qualifications:

- Associates Degree or previous work in Accounts Receivable
- Experience with enterprise planning software platforms (ERP).

Travel Requirement: less than 5%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*