



763.553.1900 | 800.883.1123  
2530 Xenium Lane N  
Plymouth, MN 55441, USA  
www.satelliteindustries.com

## ***Accounts Receivable Clerk Job Description***

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**Reports to: Accounting Receivable Specialist**

### **Position Summary:**

To provide financial, clerical, and administrative services to ensure efficient, timely, and accurate payment of accounts under his or her control.

### **Essential Duties and Responsibilities:**

- Post daily deposits
- Process incoming mail concerning billing and invoicing
- Communicate with clients about billing discrepancies and questions
- Engage management over any Accounts Receivable problems encountered
- Maintain accounting ledgers as required
- Handle all special billing situations, including group reservations and conventions
- Audit ledgers to ensure accurate information is contained including but not limited to billing addresses and invoice numbers are correct.
- Performs other duties as required.

### **Education and Experience Requirements:**

- Qualified applicants should possess 1-2 years of qualified Accounts Receivable experience.
- Strong accounting, project coordinating and administrative skills
- Strong MS office computer skills including Outlook, Word, and Excel.
- Experience with Sage a plus but not a requirement.
- Proficient in data entry and management

### **Required Skills:**

- Very strong people/communications skills
- Strong attention to detail
- Ethical conduct
- Personal effectiveness/credibility
- Strong written and verbal communication
- Excellent problem solving and organization skills
- Strong Interpersonal communications skills
- Demonstrated ability to work with a team.
- Flexibility



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**Physical/Mental Demands:**

This position is largely a sedentary role, requiring use of typical office equipment such as computers, printers, copiers, and scanners.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

All inquiries / resumes should be sent to Lisa Jackson, [ljackson@satelliteindustries.com](mailto:ljackson@satelliteindustries.com)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_