



Position: Accounts Receivable Clerk  
Reports To: Accounting Manager

Date Revised: 09/13/2021

Location: Corporate

**JOB SUMMARY:** To perform tasks required for an accurate Accounts Receivable System.

**ESSENTIAL FUNCTIONS:**

1. Prepare invoices with correct price and unit of measure daily.
2. Post invoices to appropriate revenue account.
3. Prepare and mail invoices and/or statements.
4. Daily, research and input cash receipts data into the computer and verify by comparison to the bank deposit.
5. Assist the Accounting Manager in interpreting and resolving accounts receivable problems with clients.
6. Responsible for general journal entries to transfer funds.
7. Upon request, provide special reports reflecting current status of customer accounts.
8. Verify deposits and post to accounts receivable.
9. Duplicate, file and retrieve accounts receivable material as needed.
10. Assist the Controller in monthly reconciliation of revenue accounts.
11. Perform other duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. High school diploma required, college courses in accounting preferred.
2. Basic understanding of principals of finance, bookkeeping and accounting.
3. Detail oriented, professional attitude and reliable.
4. Possess strong organizational skills and a self-starter.
5. Familiarity with accounting programs and software.
6. Familiarity with clerical practices, office procedures, and automated equipment.

This description is not to be considered “all inclusive” of job requirements.

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