**Accounts Receivable Specialist**

Accutome is seeking a full-time (40 hours) Accounts Receivable Specialist who is customer-focused and possesses a positive attitude with strong listening, organization and prioritizing skills.

Responsibilities include, but not limited to:

* Contact customers with concerns and/or inquiries regarding delinquent account balances
* Maintain customer orders placed on hold
* Use computer software application to properly service customers accounts
* Take ownership of any follow-up work necessary to service customers
* Adhere to compliance regulations and security policies
* Meet performance standards set by department
* Ability to work with sales department to resolve customer disputes
* Process month-end credit cards
* Print and mail monthly account statements
* Digital imaging.

Job Requirements:

* At least 3 years of experience in Accounts Receivable role required
* Banking or credit card experience is a plus
* Excellent oral and written communication skills
* Ability to work with customers in a professional, positive manner
* Ability to exercise good judgement based on guidelines provided
* Problem-solving skills
* Excellent organizational and notetaking skills
* **Background check is required.**

Compensation: $15/hour

Accutome, Inc. offers a full benefits package, including Medical, Dental, Vision, Disability and Life Insurance for those working 30+ hours a week.

If interested in this opportunity, please provide resume to jobs@accutome.com.