

Farmers Union Oil Co
1705 Broadway St
Alexandria, MN 56308

Fulltime Accounts Receivable Clerk

Hours: 7:30 AM to 4:30 PM Monday-Friday

Benefits: Vacation Time, Sick Time, 401K, Profit Sharing, Holiday Pay

If interested, please mail or bring your resume to Farmers Union Oil Co office at 1705 Broadway St, Alexandria, MN 56308.

Accounts Receivable Job Duties and Responsibilities

- Accurate processing of accounts and incoming payments
- Maintaining compliance with financial policies and procedures
- Consistently performing all day-to-day financial transactions, including reliably and accurately verifying, sorting, calculating, posting and recording the department's data
- Written and computer skills including those needed to prepare bills, invoices, and bank deposits
- Detail-oriented computation and organization skills to ensure reconciliation of the accounts receivable ledger, verifying that all payments are accounted for accurately and properly posted
- Problem solving skills to ensure the resolution of any client's billing issues
- Receiving and dispatching orders for products or deliveries
- Responsible for answering the phone, greeting callers, establishing reason for calling, and resolving issue by contacting appropriate person that can help the customer.

Accounts Receivable Job Requirements and Qualifications

- Experience as an accounts receivable clerk, accounts receivable manager, and/or accountant and proven success in that role
- Meticulously accurate abilities to calculate, post, and manage necessary accounting figures and financial records
- Exceptional data entry skills and aptitude for working with numbers
- Excellent English language skills, both written and verbal
- Proficiency in MS Office
- Well versed in customer service and negotiation skills
- Highly detail oriented thinking and proven accuracy