

# Accounts Receivable Specialist

## WHO WE ARE?

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for an **Accounts Receivable Specialist** to join our team of talented and enthusiastic professionals!

**At PacMin, Accounts Receivable goes far beyond just collecting on bills. The Accounts Receivable specialist facilitates an ongoing relationship with our customers and sales team to ensure an efficient and effective completion to our order process. This means getting to know the customer, and our sales team to ensure that communication is flowing smoothly in all directions.**

***If this sounds like you, we want to talk to you!***

- *You like to proactively communicate important updates before someone asks you for them*
- *Managing and building relationships, both internal and external, comes easily to you.*
- *You believe the culture of a company is directly related to its success*
- *You are always ready to tackle new projects.*
- *You like to keep up and learn new technologies.*
- *You pay attention to all the details all of the time.*
- *Summarizing complex situations into key points, comes easily to you.*
- *You're looking for a Company that values your contribution and you can see the results of your hard work. You want the ability to provide suggestions and your opinion matters.*

## **Key Responsibilities of the Accounts Receivable Specialist:**

- Manages/updates database of customer approved payment terms
- Monitors customer orders and/or quotes to ensure approved payment terms are used
- Monitors and collects from customers with orders requiring deposits
- Creates and sends invoices to customers, ensuring accuracy and timeliness
- Manages collection process ensuring issues are brought to light as they occur
- Communicate and resolve issues with customers on past due items.
- Communicate and resolve internal issues with sales/operations
- Communicating externally/internally is including but not limited to: making phone calls, sending emails, and initiating in-person conversations to ensure that the information is flowing, and that the situation is progressing
- Monitor and communicate with customers on overpayments
- Monitors overall adherence to the accounts receivable process, and updates process as needed
- Deposits checks
- Applies payments and deposits to invoices
- Maintains resellers certification database
- Assists customers with accounting inquiries



- Continuously hunt for ways to improve the A/R process

### **Minimum Requirements**

- Minimum of a BA/BS degree in Business or Business Communication preferred
- Excellent Customer Service, high energy and positive demeanor
- Ability to work well in a close team environment
- Excellent communication skills, both written and verbal
- Excellent organizational, and problem-solving skills
- Strong attention to detail - achieve thoroughness and accuracy when accomplishing a task
- High sense of urgency/initiative
- Good computer skills

### **Physical Demands**

- Must be able to remain in a stationary position 70% of the time (sit and/or stand)
- The person in this position needs to frequently move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office machinery, such as a calculator, copy machine, computer printer, etc. Occasionally would operate manufacturing related equipment.
- The person in this position frequently communicates verbally with coworkers, supervisors, and/or customers. Must be able to exchange accurate information in these situations
- Occasionally moves equipment, tools, materials, models, etc., weighing up to 25 pounds across the plant.

If position sounds like it's for you, please submit your resume! We want to talk to you immediately.