

Accounts Receivable Specialist

Green Bay, WI

Brabazon Pump, Compressor & Vacuum has been a Midwest distributor of industrial products since 1978. We provide our customers with quality service and equipment by being passionate about what we do, having a long-standing track record of success, and utilizing innovation in our technology. Owned and operated by family since the beginning, we want to preserve that supportive family feel for everyone on the team. We value and care about our team members. We respect everyone is need for work-life balance, because we too have important personal and family responsibilities. We strive to be owners who are down-to-earth and approachable. We work right alongside our team members, doing our part like everyone else so that we as a team can meet the needs of all the customers who are depending on us.

The **Accounts Receivable Specialist** will be responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations.

What an Accounts Receivable Specialist will do

- Processes invoices and distributes to customers through various mediums (mail, email, on-line).
- Prepares daily bank deposits.
- Reviews/verifies invoices for correct profit margins, validating and adding freight and other charges.
- Verifies discrepancies and works with Customer Service to resolve billing issues prior to processing invoices.
- Processes credit card payments via online terminal.
- Posts customer payments by recording cash, checks and credit card transactions.
- Researches and applies unallocated cash, resolve short payments.
- Gathers documentation for new customers including credit applications, credit report, and tax-exempt forms. Sets-up new customer accounts in the accounting system after credit approval completing all necessary information.
- Organizes & maintains customer tax exempt files for multiple states.
- Checks figures, postings, and documents to ensure that they are correct, mathematically accurate and properly entered.
- Maintains files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Makes collection calls when applicable and record in customer records.
- Assists with special projects, as necessary.
- Protects Brabazon's value by keeping information confidential.
- Supports and follows all Company policies and procedures in daily work activities.

What a Accounts Receivable Specialist will need to have

- A 2-year Associate's degree is required in Accounting or Business Administration.
- A minimum of three (3) years of experience in invoicing/billing of technical products, preferably in an industrial service, equipment management, and/or manufacturing industry.
- Intermediate skills with Microsoft Office products such as Word, Excel, Visio and Outlook.
- Basic Accounting knowledge is preferred.
- Organizational skills with attention to detail.
- Problem-solving skills that include reasoning ability, mathematical ability and logical thinking skills.
- Demonstrate solid organizational skills with the ability to multi-task and be a self-starter.

- Ability to effectively communicate, both in writing and verbally, with people of various educational and technical backgrounds, both inside and outside the company.

Why should you consider this position?

- Paid holidays and time off
- Short- and long-term disability insurance
- 401k with company match
- Health, Vision, Dental, and Life insurance
- Flexible Spending Account

Take Action

We hire the best talent in the industry to be part of the team. If you feel you are up for a great challenge and are aligned with what we are looking for, we would like to hear from you. We are an Equal Opportunity Employer.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance