

Accounts Receivable Specialist

Terryberry is looking for an Accounts Receivable Specialist to join the Finance and Accounting team! The position requires basic accounting knowledge, and is well suited for those that are detail oriented and enjoy working independently. Ideal candidates will have intermediate computer skills and a customer service and/or collections background.

About Terryberry

We are Terryberry, the recognition and engagement company that ignites employee success. While we have been in the business of employee recognition for +100 years, we are entering one of the most exciting times of our history as we transition to an employee engagement SaaS led organization. We are headquartered in Grand Rapids, MI; with locations throughout North American and the UK. Are you interested in joining a dynamic growth company which has a real purpose?

Email your resume to careers@terryberry.com

Responsibilities

- Accounts Receivable:
 - Prep and bill customer invoices
 - Primary – foreign including foreign shipments and foreign vendor shipments
 - Company shipments going to Canada and the UK
 - Backup – U.S. billing
- Accounts Receivable: process special billing requests (consolidated requests, statements, revisions, nursing pins, dies, miscellaneous charges, credit memos, etc.) and investigate payment inquiries
- Cash Application: process various ACH/Wires, Credit Card, T-Card payments daily and scanning processed checks
- Assist in processing phone calls and the AR mailbox which includes taking CC payments and accounting related questions
- Credit Control: assist with liaising with customers as well as internal personnel, logging all chasing interactions and disputes within Credit Hound Collections Software
- Sales Tax: review, audit, and upload tax exemption certificates in appropriate software, making adjustments when required
- SaaS Revenue: Use Maxio software to process invoices and related revenue recognition for new and renewal accounts
- Assist other members of the accounting team, as needed

Skills and Experience

- Experience with accounting clerical work
- Service oriented and enjoys working in a team setting
- Ability to work independently with minimal supervision
- High degree of attention to detail and organizational skills
- Ability to focus on a variety of tasks in a fast-paced work environment
- Intermediate level computer skills required, usually involving use of accounting software and spreadsheets to enter, compile or extract data.
- Team oriented and positive attitude!