



Accounts Receivable Clerk

The Accounts Receivable Clerk reports to the Accounting Manager and is primarily responsible for processing customer invoices and posting all payments by customers against the appropriate invoice (deposit of payments handled by another employee). This includes research of customer contracts and purchase orders to ensure proper backup/tax rates are included/applied with invoices, as well as working with project managers to ascertain expected invoicing timing for cash forecasting.

This position is also responsible for contacting customers for past due invoices and associated collection efforts with customers and project managers.

ORGANIZATIONAL IMPACT:

The organizational impact of this position involves maintaining a strong working relationship with the Accounting Team regarding information for cash forecasting and collection concerns. The position must also maintain a working relationship with the other department heads in the Company in order to receive quick responses to any potential issues and to inform the department heads of any issues that may affect their area.

ESSENTIAL JOB DUTIES:

- Preparation and posting of customer invoices in NetSuite, communication with project managers regarding invoicing backup, review of customer contracts and purchase orders, and posting of payments in NetSuite. – 30%
- Scanning, filing, and assorted spreadsheet updates related to invoicing of major customer projects. – 20%
- Maintain milestone invoice timing spreadsheet & other reporting tools. - 20%
- Collection of customer invoices, working with customers and internal team members regarding invoice timing & collection issues. 20%
- Reconciliation of A/R accounts. 5%
- Other duties may be required by the needs of the organization. – 5%

ESSENTIAL JOB QUALIFICATIONS:

- Basic knowledge of Microsoft Excel; NetSuite or other ERP knowledge a plus
- Must possess effective communication & customer service skills.
- Must be highly organized and detail oriented.
- Must be able to multi-task based on quick turnarounds for check requests and research requests from other departments.

EDUCATION / EXPERIENCE:

- High School Diploma or GED.
- Some college preferred.
- At least 1-2 years of related experience of both accounts receivable entry and collections.

PHYSICAL REQUIREMENTS:

- Must be able to operate standard office equipment.
- Ability to sit for extended periods of time.
- Ability to walk short distances.
- Must be able to lift 10lbs.

General Skill Sets:

- **Communications**
 - Writes clearly, concisely, and persuasively; speaks tactfully and convincingly; listens well; share work related information; must be computer literate and capable.
- **Problem Solving**
 - Ability to evaluate situations, review options, and make logical and practical decisions; use of independent thought, originality, and reasoning; ability to prioritize work and timely implementation of workable solutions to problem.
- **People Skills**
 - Ability to establish and maintain effective relations with others, and tolerant of others' work styles at all levels of the organization. The exercise of authority or the response to criticism is done in a tactful manner.

- **Flexibility / Versatility**

- Ability and willingness to learn new and innovative approaches; willingness to accept constructive criticism; ability to adapt to changing demands of the work; ability to perform well under pressure.

- **Initiative**

- Ability to act without specific direction, to originate and develop ideas; voluntarily start projects and attempt non-routine jobs and tasks; proactive; ability to see beyond immediate assignment to achieve results; seeks to enhance or enlarge professional skills; display energy and enthusiasm.

- **Quantity of Work**

- Volume of acceptable work within allotted time compared with job requirements; value of the work produced, and the thoroughness, accuracy, neatness, and acceptability of the work completed; productivity.

How to Apply:

To apply for this position please click on the link below:

[Victory Energy Employment Application - Victory Energy](#)

You may also send your resume directly to: hr@victoryenergy.com