POSITION DESCRIPTION

POSITION: Accounting Clerk  
Date: June 11, 2014

REPORTS TO: Credit & Collections Manager

DEPARTMENT: Accounting

POSITION SUMMARY:
Performs administrative functions for the Credit Control Department.

MAIN RESPONSIBILITIES:
1. Process credit card payments on recurring rental invoices.
2. Mail monthly statements
3. Mail monthly dunning letters
4. Manage general accounts receivable email inbox
5. Assist collectors as needed (ie: provide customers with statements, invoices, credits, credit card receipts, W-9 form, bank information, create manual invoices, format customer spreadsheets)
6. Assist with new account set up
7. Update account information as requested by customer
8. Statement reconciliation
9. Process refund check requests
10. Assist with collections as needed
11. Accounts payable invoice matching
12. Accounts payable data entry
13. Assist in organizing, filing and purging accounting files
14. Perform projects and other duties as assigned.

QUALIFICATIONS:
- High school degree or equivalent is required.
- Working toward accounting degree
- Proficient computer and typing skills
- Desirable accounting experience.
- Organizational skills to prioritize and handle a variety of activities are a must.
- Must have effective oral communication skills and should have proficient written communications skills.
- Interpersonal skills to deal in a customer service oriented role are a must.

Please do not call regarding this job opening, send resume via email to: ilona.mcdermott@microlease.com