



9049 Tyler Blvd.
Mentor, Ohio 44060
Ph. (440) 974-8888
www.buyersproducts.com

Accounts Receivable Specialist

The primary responsibility of the A/R Specialist is to apply cash receipts to customer accounts accurately and timely. The A/R Specialist will need to work in a fast-paced environment and must be familiar with a wide variety of the field's concepts, practices, and procedures. A wide degree of creativity and latitude and the ability to research and come to conclusions independently is expected.

Primary Job Duties:

- Daily cash application of cash receipts to customer accounts
 - Reconcile cash postings for accuracy
 - Research and resolve customer discrepancies, unapplied credit memos, short pays, and misapplied payments
 - Follow up with customers via calls and emails to collect payment on past due invoices
 - Handle inbound calls and respond to emails
 - Work collaboratively with internal departments to resolve issues and customer-related disputes
- Other duties and responsibilities as assigned to support A/R Department

Skills/ Experience:

- 1-3 years of experience in accounts receivable **B2B preferred
- Advanced knowledge of cash application and general accounting principles
- Efficient, highly organized, and detail-oriented
- Able to prioritize and meet deadlines
- Excellent oral and written communication skills
- Exhibits customer focused behavior such as building positive relationships
- A sense of urgency and high desire to continuously improve processes
- Excellent analytical and creative problem-solving skills
- Able to make decisions independently based on investigation and judgment, as well as ability to discern when to escalate issues
- Able to function independently and as a member of a team in a fast-paced environment

Physical Requirements and Work Environment:

- Mobility and dexterity to move around office settings including accessing file cabinets or storage and navigating to different workstations.
- Must be able to remain stationary for extended periods of time and engage in some repetitive motion.
- Standing, walking and sitting for extended periods of time.

Education Background:

- An associate degree in accounting or related field is preferred, however relevant career experience may be accepted in lieu of degree



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About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, or to apply to this position, please visit www.buyersproducts.com.